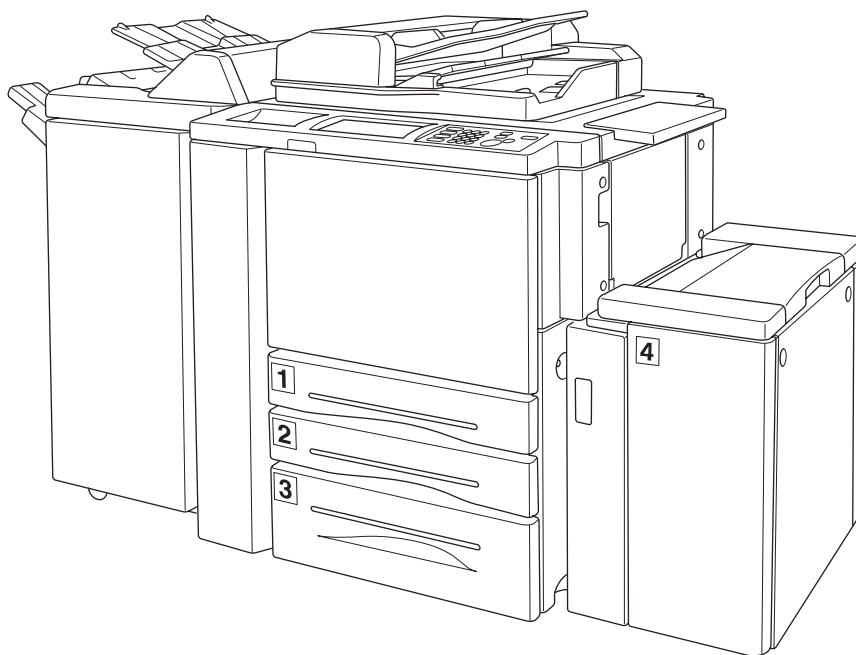# KYOCERA mita

Vi 7360

INSTRUCTION HANDBOOK

Please read the instruction handbook before using the copier. Keep it in the designated location for easy reference.

As an ENERGY STAR Partner, KYOCERA MITA AMERICA, INC. has determined that this product meets the ENERGY STAR guidelines for energy efficiency.
* ENERGY STAR is a U.S. registered mark.

Legal Restriction On Copying
• It may be prohibited to copy copyrighted material without permission of the copyright owner.
• It is prohibited under any circumstances to copy domestic or foreign currencies.
• Copying other items may be prohibited.

Please read the instruction handbook before using the copier. Keep it in the designated location for easy reference.

The sections of this handbook and parts of the copier marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the copier. The symbols and their meanings are indicated below.

⚠ **DANGER**: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.

⚠ **WARNING**: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

⚠ **CAUTION**: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols
The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

⚠ .... [General warning]

⚡ .... [Warning of danger of electrical shock]

🔥 .... [Warning of high temperature]

The ⊘ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

🚫 .... [Warning of prohibited action]

🚫 .... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

❗ .... [Alert of required action]

🔌 .... [Remove the power plug from the outlet]

⏚ .... [Always connect the copier to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in the handbook are illegible or if the handbook itself is missing. (fee required)

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Section 3: Machine Information (continued)

Section 4: Paper Information

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Section 5: Copier Management

Section 6: Basic Operations

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Section 6: Basic Operations (continued)

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Section 13: Key Operator Mode

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Section 13: Key Operator Mode (continued)

Section 14: Maintenance & Supplies

Section 15: Troubleshooting

Section 16: Machine Specifications

Section 1: Introduction

To the User

Product Overview

Features of This Machine

Copier Features

Introduction

To the User

The following topics relate to general product information and provide tips on using this manual.

Key Operator Functions

Custom settings can be made by the key operator or anyone who is responsible for the machine. Access to the Key Operator mode may require a key operator password, if previously set by service. Use the password system to limit use of key operator functions to a person who is authorized to handle the responsibility.

Copier Service, Repairs & Supplies

Copier service and repairs should be performed only by an authorized service representative. To maintain personal safety and to avoid machine damage, never disassemble the machine for any reason. To ensure optimal copy quality, use only supplies that are recommended by our company. For convenience, use the form located at the end of *Section 14: Maintenance & Supplies* to record all service, repair, and supply orders.

Machine Labels

Information labels are affixed to the copier to provide quick and easy instructions on basic copying, loading paper, adding toner, and clearing mishandled paper. In addition, safety labels are attached to various internal areas of the copier, and provide cautionary information that must be heeded to prevent personal injury or damage to the copier. Sample machine safety labels are shown in *Section 2: Safety Information*.

Control Panel with Interactive Touch Screen

The control panel of this machine is user friendly and easy to operate. The far right portion of the panel displays the Timer indicator and buttons to select Power Saver On/Off, Interrupt, Proof Copy and Stop. Adjacent to this section is the keypad to select Print Quantity, Counter and Clear Quantity. The next section on the left displays the Copy/Scanner/Server/Printer indicator and keys to select the mode; as well as keys to select Check, Help, Job Memory and Auto Reset modes. To the left is the LCD screen.

Copying modes, selections, and setting changes can be made from the touch screen. The upper portion of the touch panel automatically displays machine status information, as required. In addition, the [HELP] key can be used to display information on each function that is displayed on the screen and provide step by step instructions.

Introduction

To the User (continued)

Overview of This Manual

To enjoy optimal performance, read this manual before using the copier. Be sure to handle the machine and perform all copying operations only as recommended in the manual. Keep the manual located with the machine so that all users may refer to it, as needed.

Manual Organization:
This manual includes thirteen topic sections and Specifications of the product. Highlights are as follows:

Section 1 includes general product information and features.

Section 2 provides all safety information, which should be read before operating this equipment.

Section 3 includes machine information that can be used as a reference when performing all copying jobs, especially when capacities, sizes and weights are factors.

Section 4 includes paper information that can be used as a reference when performing all copying jobs.

Section 5 provides copier management information, which should be read before operating this equipment.

Section 6 includes information on using the touch screen and selecting basic copying functions.

Section 7 provides information on output modes, including sort, staple-sort, group, face up, folding/stapling & folding, cover sheet feed, and manual staple functions.

Section 8 provides information on special original modes.

Section 9 provides information on special applications modes.

Section 10 provides information on job memory functions.

Section 11 describes server functions for storing the image data in HDD during printing.

Section 12 provides shortcuts for special application functions and some basic functions.

Section 13 describes key operator functions for customizing the machine to suit your working environment. The key operator mode should be used by an authorized person.

Section 14 provides information on maintaining this equipment and replenishing paper and toner.

Section 15 provides troubleshooting information and instructions for clearing mishandled paper.

Page Design:
The page layout of this manual is designed to help you perform each operation quickly and easily. The basic format includes an introductory explanation of each function; step-by-step procedures; and illustrations to enhance many of the procedures. Caution statements specific to a topic are located on appropriate pages. Special notes are located at the bottom of the page.

Help Mode

Help can be obtained for any function or mode that is displayed on the screen.

Introduction

Product Overview

This machine is a digital printer/copier that can be used as a stand-alone copier, or it can be used as a high-speed network printer when connected to the optional printer controller Image Processor.

This machine can also be used as a print server on a network operating system.

Separate user's manuals and installation instructions are included with the optional printer controller device.

Digital technology and memory capability of this machine provide many advantages over the conventional photocopying process.

In conventional photocopying, a scanned image virtually remains intact as it is represented on the drum and then copied onto the output media. While many conventional settings can be made before outputting the copies to effect image reduction, lens adjustment, image erasure and job store, etc., the conventional photocopying process cannot transform the image into bits or store image data into memory.

In this machine, a scanned image is electronically digitized into data bits that are represented in code form and stored into memory. Stored data can be retrieved from memory and output in various ways, as controlled by software. Digitized image is represented as pixels on a screen or as dots per inch (dpi) on hard copy. This machine resolves image in the copier mode at 400/600 dpi and resolves image in the printer mode at 600 dpi.

The digital technology of this machine enables you to:
- feed originals only once to make multiple copies, thereby preserving the condition of originals
- store image in memory and perform Sheet/Cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Program job, Mixed original, Repeat, Image shift, Stamp/Overlay
- enhance photo, complex text image quality, and enhance lighter image
- reduce toner consumption and produce clean copies with Non-image area erase
- organize images into booklet format
- insert images scanned from the platen into a set scanned from the document feeder
- check copying conditions and produce a proof copy before making multiple copied sets
- confirm the current machine status
- select offset-sort, offset-group, staple-sort, folding, or stapling & folding output mode using optional Finisher (2 Paper Tray/3 Paper Tray)
- set reserve jobs to make copies of different types in succession
- lay stamp, watermark, or scanned image onto copy image
- store image data in HDD (option) for future printing

Introduction

Features of This Machine

• 600dpi Mode
Scan in higher resolution (600dpi) than in normal mode (400dpi).

• All-Image Area
Make copies printed completely to the edges to avoid image loss.

• AES - Automatic Exposure Selection
Automatically adjust exposure to compensate for the original.

• AMS - Automatic Magnification Selection
Automatically select an appropriate magnification ratio when Copy Size is selected manually. Automatically selected when [AMS] key is touched.

• APS - Automatic Paper Selection
Automatically select copy paper size to match the original documents.

• ATS - Automatic Tray Switching
Automatically switch tray to allow copying to be continued without interruption when the selected tray becomes empty while copying is in progress.

• Auto Layout
The original image on the platen glass or in the document feeder is copied and centered on a sheet.

• Auto Low Power
Automatically lower the power after a specified period of copier inactivity.

• Auto Reset
Automatically reset to auto mode defaults after a specified period of copier inactivity.

• Auto Shut-Off
Automatically shut off the main power after a specified period of copier inactivity.

• Book Copy
Copy both pages of an open book or book-size sheet separately onto two letter sheets in 1-1 mode or separately onto each side of one letter sheet in 1-2 mode. You can use the Book Copy mode with the Front or Front/Back cover mode. The cover page(s) will be scanned and copied normally before image division is performed on the other pages.

• Booklet
Create letter R or ledger size booklets from letter size originals in 1-2 or 2-2 copy mode.

Introduction

Features of This Machine (continued)

- Chapter
Start chapter pages on the right side (front pages) of the finished document. Only duplex mode (1-2 or 2-2) is compatible.

- Combination
Copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper.

- Copy Density
Manually select up to 9 density levels.

- Copy Mode
Select the desired simplex mode (1-1 or 2-1); or duplex mode (1-2 or 2-2).

- Counter List
Display on the screen and print the following data for confirmation; total counter of the machine, copier counter, print counter and the date when the counter started.

- Density Shift
Shift each seven density levels of 4 density modes (Auto, Text, Photo, Increase Contrast) into two levels to lighter and three levels to darker.

- Frame/Fold Erasure
Erase border and/or fold image area using Frame (1 - 15mm), Fold (1 - 30mm), or Frame & Fold.

- HDD Store
While operating ordinary copying job, store image data in HDD (option) for future printing.

- Image Insert
Store pages in memory from the platen glass, and insert the pages into a document copied from the document feeder.

- Image Rotation
Image Rotation rotates the image before copying when the portrait/landscape orientation of the original is different from the orientation of the copy paper.
In 1-2 copy mode, Rotation arranges the even pages of simplex originals so that the reverse sides of the duplex copies appear upside down.
In 2-1 copy mode, Rotation rearranges the reverse sides of duplex originals, when the reverse side is upside down, so that they can be read as normal simplex copies.

Introduction

Features of This Machine (continued)

• Image Shift
Create or remove a binding margin at the top, bottom, right and left edges (shift amount from 0mm ~ 250mm in 1mm increments); reduce image to prevent image loss (reduce & shift amount from 0 ~ 250mm in 1mm increments).

• Interrupt Copying
Interrupt copying in progress to perform copying from the platen glass.

• Job Memory
Program up to 30 jobs and Recall each job by job number, as needed. All compatible platen glass functions can be programmed into Job Memory directly after they are selected.

• Job Status
Display the Job Status Screen to view the machine status, change the operation order of reserve jobs, delete the unused reserve job, or display the previous job list.

• Lens Mode (Preset, Zoom)
Select Preset ratios, three reduction and three enlargement ratios.
Zoom ratios can be selected from 33% ~ 400% in 1% increments (400 dpi), or 33% ~ 200% increments (600 dpi).

• Machine Status Confirmation
Display the current machine status on LCD for confirmation.

• Magnification
Set user-programmable ratios under User Set 1, User Set 2 and User Set 3.

• Manual Shut-off
Shut off the main power when pressing [POWER SAVER ON/OFF] key.

• Mixed Original
Copy mixed size originals from the document feeder in APS or AMS mode. APS automatically selects the copy size of each original. AMS mode allows you to select one paper size for all originals.

• Non-Image Area Erase
When copying from the platen glass when the document cover is open, copy only the image area and not the exposed area of glass, which would otherwise copy as black.

Introduction

Features of This Machine (continued)

• Non STD Size for Multi-Sheet Bypass Tray
Enter the special paper size to be loaded on the Multi-sheet bypass tray using the touch screen keypad in order to avoid paper misfeed.

• Non STD Size for Original
Identify the special original size which the machine could not detect in order to select the optimal paper size for copying or printing.

• Output mode for Machine with 2 Paper Tray/3 Paper Tray Finisher Installed:
> Non-Sort, Sort, Staple-Sort, and Group modes using the primary (main) tray
> Non-Sort Face Down exit, Non-Sort Face Up exit, Group Face Down exit, and Group Face Up exit modes using the secondary (sub) tray
> Stapling & Folding, and Folding modes using the booklet tray (3 Paper Tray Finisher only)

Select an output tray and output mode on the Output Mode Screen and on the Control panel. For details of each output mode, see Section 7: Output Modes.

• Output for Machine with no Finisher Installed: Sort and Group modes
Use the default condition to output copies in the same order as the originals. Use the Sort mode to alternately switch the horizontal and vertical orientation of each copied set upon exit. Use the Group mode to output multiple copies of each original without offsetting them upon exit.

• Output mode for 2 Paper Tray/3 Paper Tray Finisher with Cover Sheet Feeder Installed:
> Cover Sheet mode
> Manual Staple mode

For details of each output mode, see Section 7: Output Modes.

• Paper Capacity
Total 2,150 sheets, including two 500-sheet trays, a 1,000-sheet tray, and a 150-sheet Multi Sheet Bypass tray.
Total 6,150 sheets, including 4,000-sheet optional large capacity tray.

• Platen Memory
Scan documents into memory from the platen glass and/or the document feeder and insert the pages into another document copied from the document feeder. If an incompatible function is selected in this mode, the latter function will not be selected, and a Caution message will be displayed.

Introduction

Features of This Machine (continued)

• Power Saver
Automatically turns off all but nominal power supply after a specified period of copier inactivity, for optimal efficiency. Power is returned after a brief warm up period by pressing [POWER SAVER ON/OFF] key on the Control panel.

• Program Job
Scan documents into memory while designating a different copy condition for each original, then print all the images collectively.

• Proof Copy
To ensure correct output before running multiple copies, run a proof copy by touching **PROOF COPY** on the Check Screen or pressing [PROOF COPY] key on the Control panel.

• Repeat Image
Select the horizontal image area across the page, and repeat it down the page as many times as the repeat width setting (10 ~ 150mm) permits in manual or auto.

• Reserve
Scan in subsequent copy jobs while the machine is busy printing or copying.

• Resolution (High, Very High)
High resolution mode and Very High resolution mode provide optimal image quality for photos and complicated graphics and text that require high to very high compression amounts.

• Reverse Image
Reverse the image from black-on-white to white-on-black or vice versa.

• Rotation Exit (Rotation Sort/ Rotation Group)
When no Finisher is installed, Rotation Exit alternately switches the horizontal and vertical orientation of each sorted set as it outputs to the exit tray. Be sure to load both 8.5"x11" and 8.5"x11"R in separate trays (including the Multi-sheet bypass tray) before selecting this feature.

• Server Function (option)
Store image data in the HDD for future printing.

• SDF
Feed thick original one sheet at a time from the document feeder.

Introduction

Features of This Machine (continued)

• Sheet/Cover Insertion
Insert up to 30 blank or copied sheets from any tray including the Multi-Sheet Bypass Tray, or insert blank or copied front and back covers from any tray including the Multi-Sheet Bypass Tray.

• Stamp/Overlay
Imprint a stamp, watermark, or scanned image onto the copy image.

• Staple
Select the stapling position and number of staples (3 positions).

• STD Size (Special)
Detect the standard paper sizes which cannot normally be detected (A4R and A5) when loaded in a main body tray. A5R and F4 sizes will also be available when loaded in the Multi-sheet bypass tray.

• Text/Photo Enhance
Enhance photo image in Photo mode; regular image in Auto mode; enhance text image in Text mode; enhance lighter image in increase contrast mode.

• Transparency Interleave
Copy onto transparency film and interleave blank or copied paper for each original copied.

• Userset Density (USERSET 1, USERSET 2)
Output up to 16 density samples on a total of 4 pages that display 4 samples per page, then program the desired density under USERSET 1 and/or USERSET 2.

• Weekly Timer
Can be set according to the needs of each work environment. Turn main body power Off/On daily or weekly, during lunch time, on holidays, and also enable the timer-interrupt mode, which allows temporary use of the machine even when the machine is in the daily, weekly, or holiday Off mode.

• Wide Size Paper
Copy onto paper slightly larger than the specified regular size.

• Z-Folded Original
This feature sets the RADF to accept Z-folded originals.

Introduction

Copier Features

Standard Equipment

Main Body with 3 Paper Trays (500/500/1,000 sheets)
Reversing Automatic Document Feeder (RADF)
Automatic Duplex Unit (ADU)
Configuration Options:
      with Multi-Sheet Bypass Tray (150 sheets)

Optional Equipment

Stapler Finisher (2 Paper Tray)
This finisher is equipped with two exit trays.
  Secondary (sub) tray: Four output types can be specified on the Output Mode Screen.
    (1) Face down non-sort exit
    (2) Face up non-sort exit
    (3) Face down group exit
    (4) Face up group exit
  Primary (main) tray: Four output types can be specified by STAPLE SORT and SORT keys on the Basic Screen and by the setting on the Output Mode Screen. Face up exit is not available.
    (1) Sort exit
    (2) Staple sort exit
    (3) Non-sort exit
    (4) Group exit

Stapler Finisher (3 Paper Tray)
This finisher is equipped with three exit trays and a cover sheet feeder (option).
  Secondary (sub) tray: Four output types can be specified on the Output Mode Screen.
    (1) Face down non-sort exit
    (2) Face up non-sort exit
    (3) Face down group exit
    (4) Face up group exit
  Primary (main) tray: Four output types can be specified by STAPLE SORT and SORT keys on the Basic Screen and by the setting on the Output Mode Screen. Face up exit is not available.
    (1) Sort exit
    (2) Staple sort exit
    (3) Non-sort exit
    (4) Group exit
  Booklet tray: Stapled and folded, or simply folded booklets are to be delivered onto this tray. These two finishing modes can be specified on the Output Mode Screen.

Introduction

Copier Features (continued)

Optional Equipment (continued)

Cover Sheet Feeder
Used when selecting COVER SHEET on the Output Mode Screen, or when stapling copies manually.

Large Capacity Tray (4,000 sheets)

Expanded Memory Unit-64MB/128MB

Image Processor

HDD

Network Board

PostScript Unit

Section 2: Safety Information

⚠ CAUTION LABELS

⚠ INSTALLATION PRECAUTIONS

⚠ PRECAUTIONS FOR USE

Regulations
FCC Regulations
Canadian Department of Communications Regulations
FDA Regulations

Safety Information
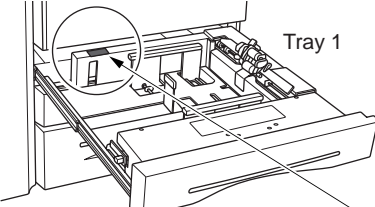
⚠ CAUTION LABELS

Caution labels have been attached to the copier at the following locations for safety purposes. BE SUFFICIENTLY CAREFUL to avoid fire or electric shock when removing a paper jam or when replacing toner.

Label 3, 4

High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.······························

Label 1

High voltage inside. NEVER touch parts in this area, because there is a danger of electric shock.················

Label 5

The conveyance fixing unit is heavy.
Use care and draw it out gently; otherwise you may be injured.···················

Label 2

DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured.·····················

NOTE: DO NOT remove these labels.

Safety Information

⚠ CAUTION LABELS (continued)

Tray 1

Tray 2
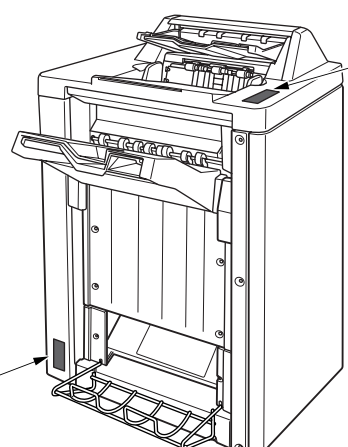
Tray 3

Label 6

DO NOT put your hand between the main body and tray; otherwise you may be injured.············ ⚠

Label 7

Use care after opening the paper exit outlet. DO NOT put your hand into it; otherwise you may be injured.······················· ⚠

Label 8

Inside the lower paper exit outlet is the roller drive unit. DO NOT put your hand into it; otherwise you may be injured.···· ⚠

3 Paper Tray Finisher

NOTE: DO NOT remove these labels.

Safety Information

⚠ INSTALLATION PRECAUTIONS

■ Environment
⚠ CAUTION

• Avoid placing the copier on or in locations which are unstable or not level. Such locations may cause the copier to fall down or fall over. This type of situation presents a danger of personal injury or damage to the copier. ....

• Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock. ......

• Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire. ....

• To keep the copier cool and facilitate changing of parts and maintenance, allow access space as shown below.
Leave adequate space, especially around the left and back cover, to allow air to be properly ventilated out of the copier. ....

Unit: inches (mm)

Main Body

Unit: inches (mm)

Main Body + 2 Paper Tray/3 Paper Tray Finisher + Large Capacity Tray
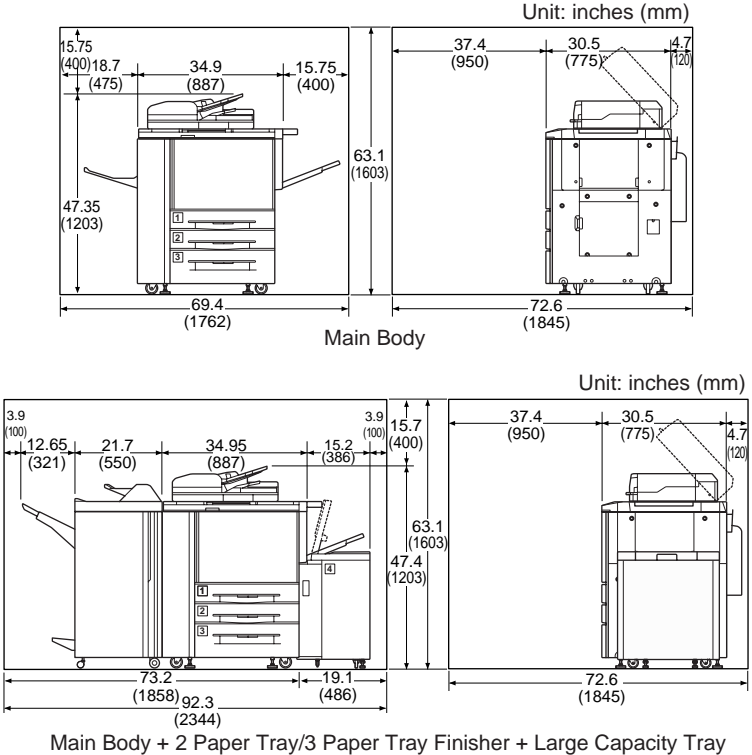
Safety Information

• Always use the caster stoppers to stabilize the copier once it is in place to keep it from moving and/or falling over and causing injury. ....

Other precautions
• Adverse environmental conditions may affect the safe operation and performance of the copier. Install in an air-conditioned room (recommended room temperature: around 68°F, humidity: around 65%RH) and avoid the following locations when selecting a site for the copier.
  · Avoid locations near a window or with exposure to direct sunlight.
  · Avoid locations with vibrations.
  · Avoid locations with drastic temperature fluctuations.
  · Avoid locations with direct exposure to hot or cold air.
  · Avoid poorly ventilated locations.

Temperature
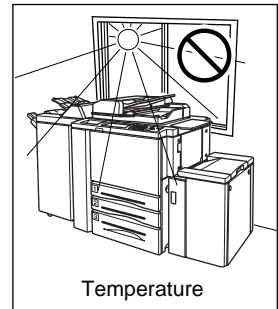
Safety Information

■ **Power supply/Grounding the copier**

⚠ **WARNING**

• DO NOT use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock. ....

• Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock. ....

• Always connect the copier to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative. ....

Other precautions

• Connect the power plug to the closest outlet possible to the copier.

• The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

■ **Handling of plastic bags**

⚠ **WARNING**

• Keep the plastic bags that are used with the copier away from children. The plastic may cling to their nose and mouth causing suffocation. ....

Safety Information

⚠ PRECAUTIONS FOR USE

■ Cautions when using the copier

⚠ WARNING
- DO NOT place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the copier. This type of situation presents a danger of fire or electrical shock should they fall inside. ....

- DO NOT remove any of the covers from the copier as there is a danger of electrical shock from high voltage parts inside the copier. ....

- DO NOT damage, break or attempt to repair the power cord. DO NOT place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.
These types of situations present a danger of fire or electrical shock. ....

- NEVER attempt to repair or disassemble the copier or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness. ....

- If the copier becomes excessively hot, smoke appears from the copier, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main switch OFF (O) immediately, remove the power plug from the outlet and contact your service representative. ....

- If anything harmful (paper clips, water, other fluids, etc.) falls into the copier, turn the main switch OFF (O) immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative. ....

- DO NOT remove or connect the power plug with wet hands, as there is a danger of electrical shock. ....

- ALWAYS contact your service representative for maintenance or repair of internal parts. ....

⚠ CAUTION
- DO NOT pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (ALWAYS grasp the power plug when removing the power cord from the outlet.) ....

- ALWAYS remove the power plug from the outlet when moving the copier. If the power cord is damaged, there is a danger of fire or electrical shock. ....

Safety Information

- If the copier will not be used for a short period of time (overnight, etc.), turn the main switch OFF (O).
  If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the copier is not in use. ....

- ALWAYS hold the designated parts only when lifting or moving the copier. ....

- For safety purposes, ALWAYS remove the power plug from the outlet when performing cleaning operations. ....

- If dust accumulates within the copier, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the copier. ....

- DO NOT leave the document feeder open as there is a danger of personal injury. ....

Other precautions

- DO NOT place heavy objects on the copier or cause other damage to the copier.

- DO NOT open the front cover, turn off the main switch, or pull out the power plug during copying.

- During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the copier is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

- When lifting or moving the copier, contact your service representative.

- Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

- DO NOT attempt to perform any operations not explained in this handbook.

- CAUTION : Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Safety Information

■ Cautions when handling consumables

⚠ CAUTION

- Avoid inhalation, ingestion, skin or eye contact. If ingestion occurs, dilute stomach contents thoroughly with water and seek medical treatment. If skin contact occurs, wash with soap and water. If contact with eyes occurs, flush thoroughly with water and seek medical treatment. ....

- Prolonged inhalation of excessive dusts may cause lung damage. Use of this product, as intended, does not result in inhalation of excessive dusts. ....

- Keep away from children. ....

- Do not incinerate toner and toner containers. Dangerous sparks may cause burn. ....

Other precautions

- Always read the safety instructions which are included in the box or printed on the container when handling consumables.

- Dispose of the toner or toner containers in accordance with Federal, State and Local rules and regulations.

- Store consumables in a cool, dark location.

- If the copier will not be used for an extended period of time, remove the paper from the cassette, return it to its original package and reseal it.

Safety Information

Regulations

FCC Regulations

Warning: This machine generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with the instruction manual, interference with radio communications may result. This equipment has been tested and found to comply with the limits for a Class A computing device, pursuant to Subpart B, Part 15, of FCC rules, which are designed to provide reasonable protection against interference from such equipment when it is operating in a commercial environment.

Users operating this equipment in a residential area are likely to cause interference, in which case they may be required to correct the interference at their own expense.

Canadian Department of Communications Regulations

Le présent appareil n'émet pas de bruits radioélectriques dépassant les limites applicables aux de Classe A prescrites dans le règlement sur la brouillage radioélectrique édicté par Le Ministère des Communications du Canada.

This equipment does not exceed the Class A limits for radio noise emissions as set out in the radio interference regulations of the Canadian Department of Communications.

FDA Regulations

This Copier is certified as a "Class 1" laser product under the U.S.Department of Health and Human Service (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside this printer is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

Section 3: Machine Information

Machine Configuration
External Machine Call-Outs
Internal Machine Call-Outs
Standard/Optional Equipment

Site Requirements

Control Panel Layout

Touch Screen
Basic Screen

Initial Settings

Auto/Reset Mode

Automatic Paper Selection (APS)

Automatic Magnification Selection (AMS)

Automatic Exposure Selection (AES)

Automatic Tray Switching (ATS)

Lead Edge Delete

Service Settings
Finisher-Paper Capacity
Key Operator Password
ECM Master Key Code
Weekly Timer Master Key Code
Weekly Timer Key in Help Screen
Control Panel Contrast Key in Help Screen
Staple Sheet Capacity
Notice Message: ADD TONER/ PM CALL

Machine Information

Machine Configuration

External Machine

⑮2 Paper Tray/ 3 Paper Tray Finisher (option)

⑯LCD touch screen

⑰Control panel

①RADF

②Work table

③Multi-sheet bypass tray

④LCT top door

⑭Power switch

⑬Left side cover (not shown)

⑫Front door

⑪Left door

⑩Tray 1

⑨Tray 2

⑧Tray 3

⑦Right side door (not shown)

⑥LCT left side door

⑤Tray 4 : Large capacity tray (option)

Internal Machine

①Toner bottle

②Toner unit

⑧Conveyance part

③Drum unit

⑦Fixing part

④Lever A

⑥Knob

⑤Conveyance/Fixing unit
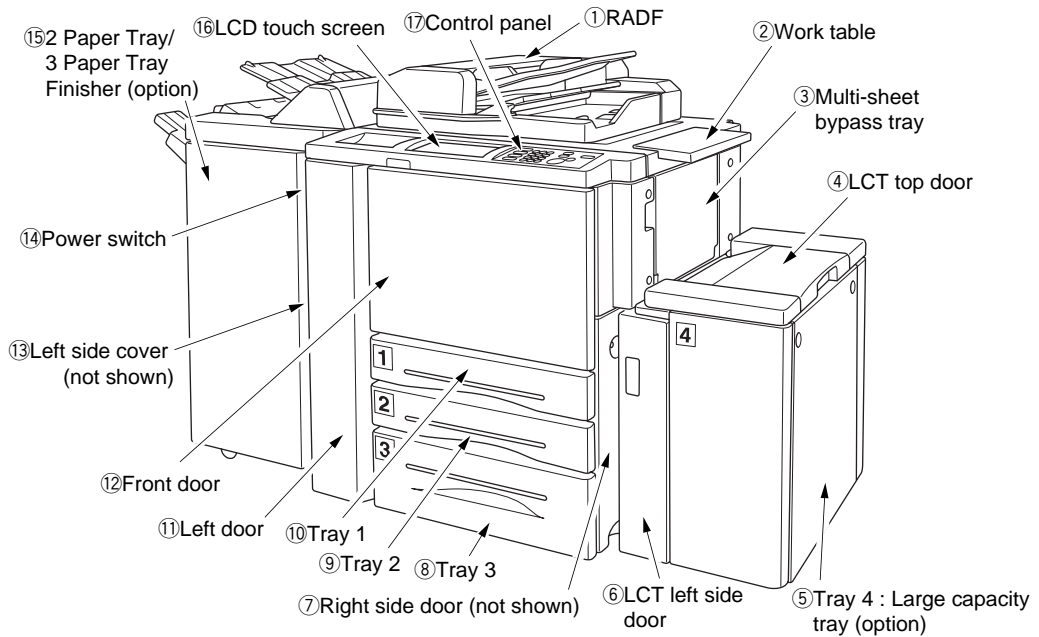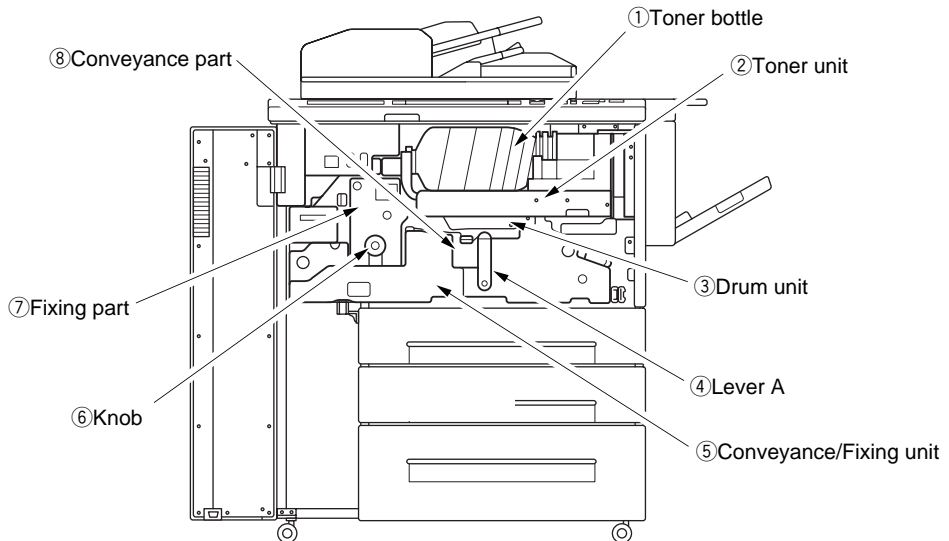
Machine Information

Machine Configuration (continued)

External Machine Call-outs

1. **RADF (Reversing Automatic Document Feeder)** automatically feeds multiple originals one at a time to the platen glass for copying.
2. **Work table** provides a convenient workspace for documents both before and after copying.
3. **Multi-sheet bypass tray** used for small quantity copying onto plain paper or special paper.
4. **LCT top door** opens to allow loading paper.
5. **Tray 4: Large capacity tray** option holds 4,000 sheets.
6. **LCT left side door** opens to allow removal of mishandled paper.
7. **Right side door** opens to allow removal of mishandled paper.
8. **Tray 3** (universal tray) is user adjustable and holds 1,000 sheets of either 11"x17"/8.5"x14"/8.5"x11"R or 5.5"x8.5".
9. **Tray 2** (universal tray) is user adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/8.5"x11"R or 5.5"x8.5".
10. **Tray 1** (universal tray) is user adjustable and holds 500 sheets of either 11"x17"/8.5"x14"/8.5"x11"R or 5.5"x8.5".

NOTE: Tray 1, 2, 3, and 4 are available for loading wide types of the regular sizes specified above.

11. **Left door** opens together with the front door to allow removal of mishandled paper.
12. **Front door** opens to the internal copier to allow clearing of mishandled paper and replenishing of toner.
13. **Left side cover** opens to allow removal of mishandled paper.
14. **Power switch** turns copier power On/Off when pressed.
15. **2 Paper Tray/3 Paper Tray Finisher** (option) sorts, staple-sorts, and groups into finished sets. 3 Paper Tray Finisher also folding or stapling & folding copies into booklet-styled sets.
16. **LCD touch screen** displays interactive operation screens.
17. **Control panel** controls copier operations.

Internal Machine Call-outs

1. **Toner bottle** holds toner and is to be replaced when supplying toner.
2. **Toner unit** holds the toner supply.
3. **Drum unit** forms the copy image.
4. **Lever A** can be moved to withdraw the conveyance fixing unit for removal of mishandled paper.
5. **Conveyance/Fixing unit** passes the paper through the drum unit, and fuses the toner onto the copy paper, and is to be withdrawn for removal of mishandled paper.
6. **Knob** can be turned to ease removal of mishandled paper from the fixing unit.
7. **Fixing part**
8. **Conveyance part**

Machine Information

Machine Configuration (continued)

Standard/Optional Equipment

Reversing Automatic Document Feeder - RADF

2 Paper Tray/3 Paper Tray Finisher
 (see details below)

Multi-Sheet Bypass Tray (150 sheets)

Tray 1 (500 sheets)

Tray 2 (500 sheets)

Tray 3 (1,000 sheets)

Tray 4: Large Capacity Tray
(4,000 sheets)
(see details below)

2 Paper Tray/3 Paper Tray Finisher details

Cover sheet feeder (option):
Holds cover sheets for use in Cover
Sheet output mode or a copied set in
manual stapling mode.

Secondary (sub) tray:
Holds sets ejected in
① Non-sort Face Down exit mode
② Non-sort Face Up exit mode
③ Group Face Down exit mode
④ Group Face Up exit mode

Primary (main) tray:
Holds sets ejected in
① Sort mode (offset)
② Staple-sort mode
③ Group mode (offset)

Manual staple control panel

Finisher door

Booklet mode outlet (3 Paper Tray Finisher only):
ejects finished copied sets when selecting
Folding mode or Stapling & Folding mode.

Booklet tray (3 Paper Tray Finisher only)

Large Capacity Tray details

LCT top door:
opens to load paper.

LCT left side door:
opens to allow removal
of mishandled paper.

Large Capacity Tray

Machine Information

Site Requirements

15.75 (400)
18.7 (475)
34.9 (887)
15.75 (400)
63.1 (1603)
47.35 (1203)
69.4 (1762)

37.4 (950)
30.5 (775)
4.7 (120)
72.6 (1845)

Main Body

Unit: inches (mm)

3.9 (100)
12.65 (321)
21.7 (550)
34.95 (887)
15.2 (386)
3.9 (100)
15.7 (400)
63.1 (1603)
47.4 (1203)
73.2 (1858)
19.1 (486)
92.3 (2344)

37.4 (950)
30.5 (775)
4.7 (120)
72.6 (1845)
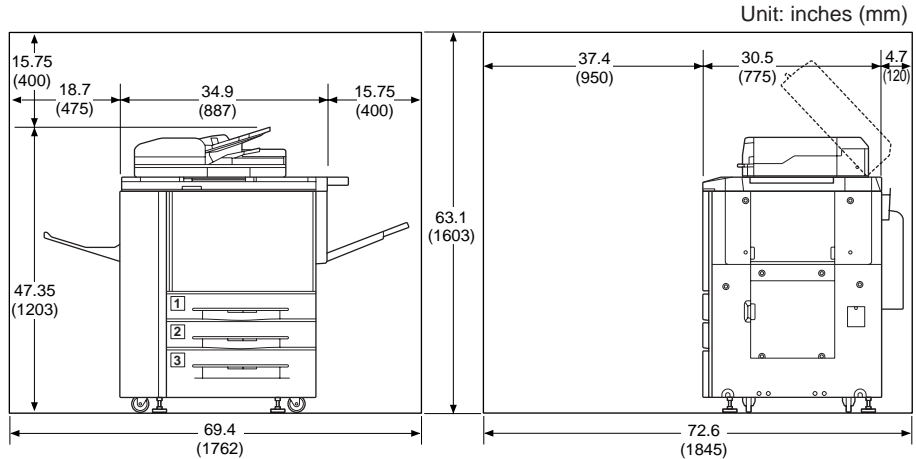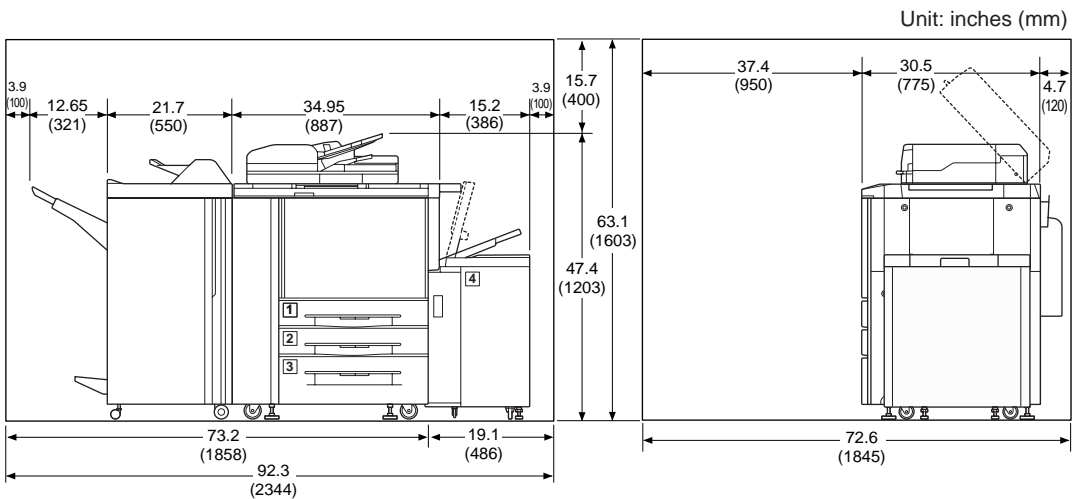
Main Body + 2 Paper Tray/3 Paper Tray Finisher + Large Capacity Tray

NOTES:
1 Dimensions are in inches with millimeters included in parentheses.
2 The Finisher main tray of the 2 Paper Tray/3 Paper Tray Finisher gradually goes down while printed material is output. DO NOT allow any object to interfere with the operation of the tray on the left side of the finisher, as any interference may cause damage to the finisher.

Machine Information

Control Panel Layout
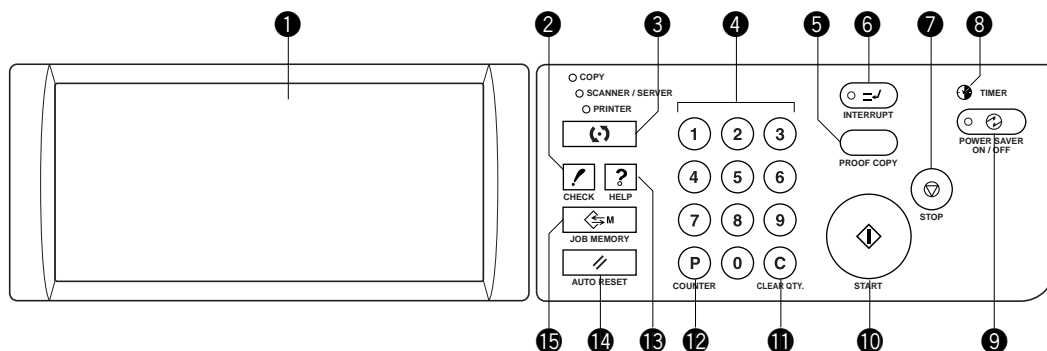
1. **LCD TOUCH SCREEN** displays machine and copying status; help information; interactive screens; and touch keys for selecting all functions.
2. **CHECK** displays a screen showing all settings that are selected for the current job.
3. **MODE** switches the machine operation mode to copy, scanner/server, and printer in turn.
4. **KEYPAD** enters numeric values.
5. **PROOF COPY** outputs a single set of copies to confirm whether the current settings are selected properly.
6. **INTERRUPT** stops copying in progress to allow copying from the platen glass.
7. **STOP** stops the copying sequence; deletes the stored memory.
8. **TIMER** lights when the timer function is set.
9. **POWER SAVER ON/OFF** activates power-saving mode for times when the copier is inactive, or activates timer interrupt mode when weekly timer function is active.
10. **START** activates copying or scanning.
11. **CLEAR QTY.** allows resetting of print quantity.
12. **[P] (counter)** displays the Counter Screen or accesses programming modes for setting special functions.
13. **HELP** displays a screen with help for the currently selected function, or to access the Key Operator Mode Screen.
14. **AUTO RESET** restores copier to automatic mode settings or to key operator settings.
15. **JOB MEMORY** displays screens for selecting job store/job recall functions.

Machine Information

Touch Screen

The touch screen is an LCD that displays interactive screens with touch sensitive keys for making copy job selections. Selections are highlighted at the touch. The screens also work with the conventional control panel keys.

⚠️ **CAUTION:** The touch screen of the control panel is covered with glass. Do not drop heavy items on the glass, or put excess weight or pressure on it; otherwise the glass may break or become scratched.

After the power switch is turned on, the brand name displays for approximately 10 seconds, until initial machine settings are established. Then, the Warm-Up Screen displays for approximately 6 minutes, until the fixing temperature is reached.

When the Basic Screen is displayed, the touch screen becomes interactive. The interactive condition enables you to communicate directly with the copier system simply by touching keys displayed on the screen; or by pressing conventional keys, as required. In addition, the screens automatically display information regarding machine and copying status. Additional help is available any time with the [HELP] key, which can be pressed from any screen, except from Job Memory or Key Operator Mode Screens.

Basic Screen
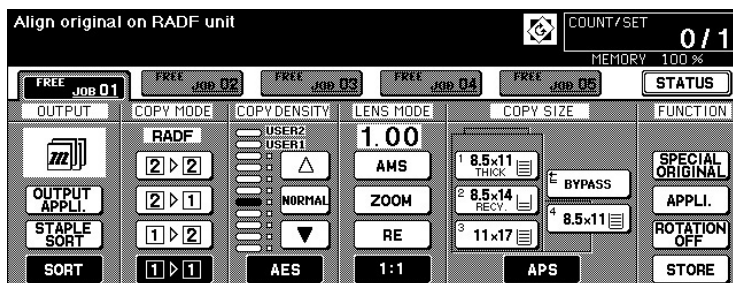
The Basic Screen displays after warm-up. The initial settings show on the next page. Except for Print Quantity, all initial settings can be changed by the key operator.
The following modes can be accessed from this screen:
Copy Mode, Copy Density, Lens Mode, Copy Size, Special Original, Application, Output Menu.

Machine Information

Initial Settings

Initial settings represent the initial condition when power is turned on; when ECM password is set; or when Auto/Reset mode is restored, either manually or automatically.

> Print Quantity; 1
> Magnification Ratio: 1:1 (key operator setting)
> RADF: ON (key operator setting)
> Copy mode: 1-1 mode (key operator setting)
> AES: (Automatic Exposure Selection) : ON (key operator setting)
> APS: (Automatic Paper Selection): ON (key operator setting)
> Finisher: Non-sort on Primary (main) exit tray (key operator setting)

Auto/Reset Mode

The Auto/Reset function can be set for OFF/ 30 seconds/ 1 minute/ 1.5 minutes/ 2 minutes/ 2.5 minutes/ 3 minutes/ 3.5 minutes/ 4 minutes/ 4.5 minutes/ 5 minutes by the key operator. Initially, the mode is set to function after 1 minute of copier inactivity. The Auto/Reset key function also re-displays the Basic Screen, unless these settings are changed by the key operator in the Copier Initial Setting Screen.

Automatic Paper Selection (APS)

When APS is highlighted on the touch screen, the appropriate copy paper size is automatically selected. When copying from the platen glass or document feeder, APS detects the sizes indicated below.

> PLATEN GLASS: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
> RADF: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4 (8.27"x11.69", 210mmx297mm)

Automatic Magnification Selection (AMS)

AMS functions automatically when Copy Size is pressed in the Full-Auto mode. An appropriate ratio is selected, based on the relationship of copy size to original size.

Automatic Exposure Selection (AES)

When AES is highlighted on the touch screen, the appropriate exposure level is automatically selected to match the copy density of the original. Manual density adjustments override AES.

Automatic Tray Switching (ATS)

When the selected paper tray becomes empty while copying is in progress, automatic tray switching detects the same copy paper size loaded in another tray to allow copying to be continued without interruption. The Multi-sheet bypass tray is not included in tray switching.

Machine Information

Lead Edge Delete

When using the RADF, image deletion of a few millimeters will occur on the lead edge for the purpose of controlling copy quality and copy reliability, unless deactivated by the key operator. See p. 13-40 to p. 13-45.

Service Settings

The following functions can be provided by your Konica service representative, who is authorized to change DIP switch settings. Contact your service representative if setting change is required.

Finisher-Paper Capacity

In the default condition, this machine will produce unlimited sets. If required, service can set the copier to stop copying when the number of copies exceeds specified capacity.

Key Operator Password

Service can set a 4-digit Key operator password to access the Key Operator Mode Screen. After this setting, a Password Entry Screen will display and require entry of the Key operator password to access the Key Operator Mode Screen.

ECM Master Key Code

Service can set an 8-digit ECM master key code to access the ECM Setting Menu Screen. After this setting, the ECM Master Key Code Screen will be displayed and will always require entry of the set ECM master key code to access the ECM Setting Menu Screen.

Weekly Timer Master Key Code

Service can set a 4-digit Weekly timer master key code to access the Weekly Timer Setting Menu Screen. After this setting, the Weekly Timer Master Key Code Screen will be displayed and will always require entry of the set Weekly timer master key code to access the Weekly Timer Setting Menu Screen.

Weekly Timer Key in Help Screen

Service can set the copier with weekly timer system to display the Weekly timer key on the Help Screen to check and see the contents of Weekly timer settings.

Machine Information

Service Settings (continued)

Control Panel Contrast Key in Help Screen

Service can set the copier to display Control panel contrast key on the Help Screen to display the Contrast Adjustment Screen for adjusting panel contrast.

Staple Sheet Capacity

Staple capacity is changeable, and may be set to 45, 40, or 35 by service.

Notice Message: ADD TONER/ PM CALL

Service can set the copier message area to display "ADD TONER" when the toner supply is low, or "PM CALL" when preventive maintenance is required.

Section 4: Paper Information

Paper Information

Positioning Originals on the Platen Glass

Positioning an Original for Manual Copying

Use the platen glass when originals are not suitable for use with the document feeder, e.g., when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

Specifications
❐ Max. original size: 11"x17" (280mmx432mm), sheet or book
❐ Max. book weight/thickness: 15 lb [6.8kg]/1.2" [30mm]
❐ Original placement: Face down on right depth side of glass

1 Raise the document cover, as shown in the illustration below.
2 Place original FACE DOWN in the right rear corner, aligning the edge with the right measuring guide.
3 Gently close the document cover, to prevent the original from shifting on the glass.
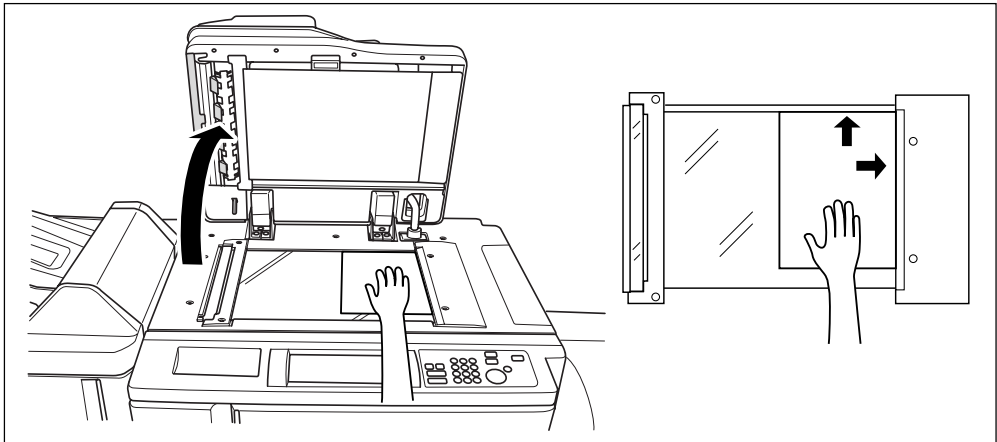
⚠️ **CAUTION:**
When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.

TIP:
To eliminate black copy marks on edges when copying from a book without selecting Book Copy mode, select Frame/Fold Erasure or Non-Image Area Erase in Application mode.

Paper Information

Using the Reversing Automatic Document Feeder (RADF)

Specifications in 1-1, 1-2, 2-2, 2-1 Copying
❑ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4
  (297mm x 432mm~140mm x 216mm)
❑ Original weight: 13 lb~34 lb
❑ Max. feeder capacity: 100 original sheets (20 lb bond paper)
❑ Max. original exit tray capacity: 100 original sheets (20 lb bond paper)
❑ Original placement: Face up; orientation same as copy paper
❑ Curling tolerance: 10mm or less

Using SDF Mode[1] in 2-2, 2-1 Copying
❑ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4
❑ Original weight: 13 lb~34 lb
❑ Max. feeder capacity: 1 original sheet
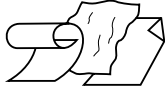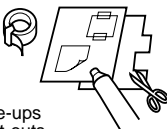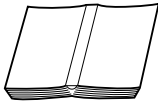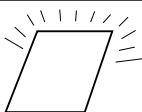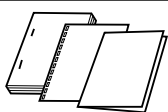
Using SDF Mode[1] in 1-1, 1-2 Copying
❑ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A4
❑ Original weight: 13 lb~110 lb (200g/m^2 thick paper)
❑ Max. feeder capacity: 1 original sheet

Using Mixed Original Mode[2]
❑ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R mixed
  (5.5"x8.5" original is available in portrait type feeding only)
❑ Mixed feeder capacity: 100 original sheets (20 lb bond paper)

Unsuitable RADF Originals

1	2	3
Curled, creased or folded originals	Paste-ups or cut-outs	Books
4	5	6
Glossy or transparent (OHP) film, art paper, cellophane	Folded, punched or stapled originals	Thin or thick originals

NOTES: 1 See p. 8-11 for details of the SDF mode.
2 See p. 8-8 to p. 8-9 for details of the Mixed original mode.

Paper Information

Using the Reversing Automatic Document Feeder (RADF) (continued)

Positioning Originals

The document feeder (RADF) automatically feeds up to 100 originals directly to the platen glass, starting with the top sheet. The RADF should only be used for unstapled, unfolded, smooth, flat originals.

❐ Original size detection requires accurate paper guide adjustment.
❐ APS detects size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, and A4.
❐ Size, weight, and capacity are specified for all copy modes on p. 4-3.

Before placing originals in the tray, be sure the document feeder is closed fully.
1 Position original(s) FACE UP on the document feeder tray.
  Place two-sided originals with page one FACE UP.
2 Adjust paper guides.
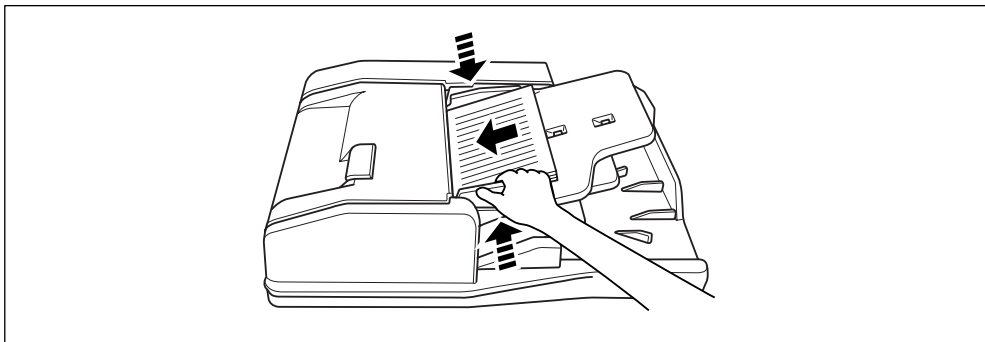
Paper Information

Using the Reversing Automatic Document Feeder (RADF) (continued)

Positioning an SDF Original

In the SDF mode, one thick original can be fed through the RADF original tray.

❒ Original size: 11"x17" to 5.5"x8.5"
❒ Original weight: 13 lb~34 lb (2-1 and 2-2 copying)
              13 lb~110 lb (200 g/m^2 thick paper) (1-1 and 1-2 copying)
❒ Max. number of original: 1 sheet at a time
❒ Print quantity: Max. 9,999 sheets
❒ Incompatible Basic Copying Conditions: Using platen glass, Staple-Sort, Group, Rotation Sort, Rotation Group
❒ Incompatible Special Originals: Mixed Original, Z-Folded Original, WHOLE AREA in Non STD Size
❒ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Non-Image Area Erase, Repeat except 2/4/8 Repeat, AUTO Layout, Overlay

1 Close the RADF.
2 Select the SDF mode. See p. 8-11.
3 Position an original FACE UP on the document feeder tray.
4 Adjust paper guides.
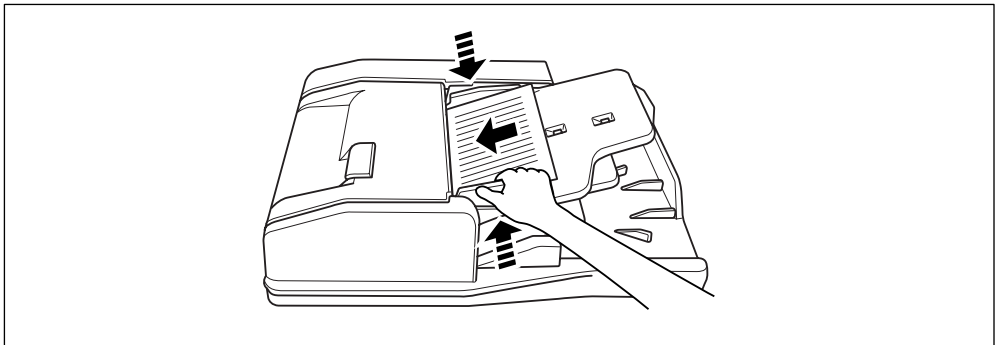
Paper Information

Using the Reversing Automatic Document Feeder (RADF) (continued)

Positioning Mixed Originals

Mixed size originals can be copied together from the document feeder in either APS mode or AMS mode. In APS mode, copies will be output on mixed paper sizes to match the originals. In AMS mode, copies will be output on one common paper size that you select in which case an appropriate AMS magnification ratio will be selected automatically. To use the mixed original mode, see procedure on p. 8-8 to p. 8-9.

❐ Mixed original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"R, and 5.5"x8.5"* mixed
(13 lb~34 lb)
* 5.5"x8.5" original is available in portrait type feeding only.
❐ RADF capacity: Max. 100 sheets (20 lb bond paper)
❐ Print quantity: Max. 9,999 sheets
❐ Incompatible Basic Copying Conditions: Rotation Exit, Staple-Sort with APS, Folding/Stapling & Folding in APS, Reserve with APS
❐ Incompatible Special Originals: Resolution (Very high), Non STD Size
❐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Image Shift, Overlay

Before using the Mixed Original mode, be sure the document feeder is closed completely.
1 Arrange originals in order, and place them as described below:
Place 11"x17"/8.5"x14" originals face up or side 1 up in the document feeder, in landscape orientation, i.e., with short edge feeding.
Position 8.5"x11" size in either portrait or landscape orientation.
Position 5.5"x8.5" size in portrait orientation only.
2 Position mixed originals FACE UP, aligned with the left rear side of the RADF tray.
3 Adjust paper guides to originals.
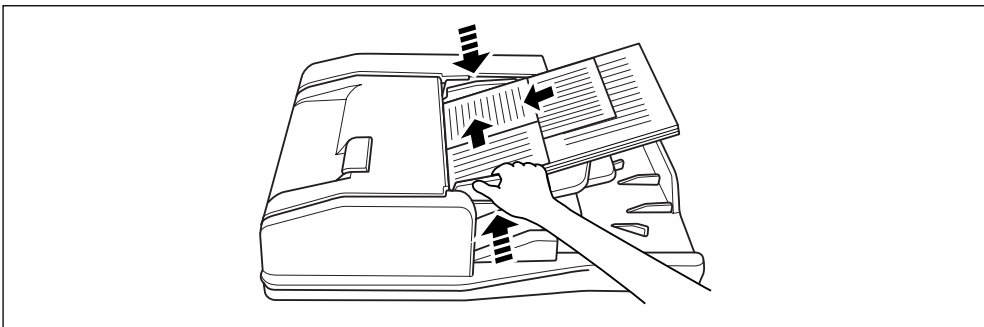
Paper Information

Paper in Main Body Trays

Standard Paper Size: 11"x17", F4, 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, A4,
A4R, B5, B5R, A5 (user-adjustable)

NOTES: • F4; 8"x13", 203mm x 330mm
A3; 11.69"x16.54", 297mm x 420mm
B4; 10.11"x14.33", 257mm x 364mm
A4; 8.27"x11.69", 210mm x 297mm
B5; 7.17"x10.11", 182mm x 257mm
A5; 5.85"x8.27", 148mm x 210mm
• 5.5"x8.5"/A5 copy paper is available in portrait orientation loading only.

Wide Paper Size: 11"x17"W, 8.5"x11"W, 8.5"x11"WR, 5.5"x8.5"W, A3W, B4W, A4W,
A4WR, B5W, A5W (user-adjustable)

NOTES: • 8.5"x14"W copy paper is not available.
• Wide paper size setting for each tray can be made in the Key operator mode. See p. 13-24 ~ p.
13-25.

Paper Weight: General tray; 16~24 lb
Tray specified in Thick 1; 25~45 lb
Tray specified in Thick 2; 46~110 lb (200 g/m^2 thick paper)
(1-1 or 2-1 copy mode only)

NOTE: Paper type setting (Thick 1 or Thick 2) for each tray can be made in the Key operator mode.
See p. 13-24 ~ p. 13-25.

Total Paper Capacity: 2,150 sheets, including 150-sheet Multi-Sheet Bypass Tray
Tray 1/2: 500 sheets 20lb/ user-adjustable to any standard/wide size from 11"x17"/W~5.5"x8.5"/W
Tray 3: 1,000 sheets 20lb/ user-adjustable to any standard/wide size from 11"x17"/W~5.5"x8.5"/W

Paper in Large Capacity Tray (Option)

Standard Paper Size: 8.5"x11" or A4 (service-adjustable)
Wide Paper Size: 8.5"x11"W or A4W (service-adjustable)
Paper Weight: 16~24 lb
LCT specified in Thick 1; 25~45 lb
LCT specified in Thick 2; 46~110 lb (200 g/m^2 thick paper)
(1-1 or 2-1 copying only)

NOTE: Paper type setting (Thick1 or Thick 2) for LCT can be made in the Key operator mode. See p. 13-24 ~
p. 13-25.

Total Paper Capacity: 6,150 sheets, including three Main body trays and 150-sheet
Multi-Sheet Bypass Tray
Tray 4 (LCT): 4,000 sheets 20 lb/ fixed to standard/wide size 8.5"x11"/W or A4/W

NOTE: Reliability and copy quality are not guaranteed for all Special papers. Use only paper that is
recommended by our company.

Paper Information

Paper in Automatic Duplex Unit

Standard Paper Size: 11"x17"~5.5"x8.5"
Wide Paper Size: 11"x17"W~5.5"x8.5"W

NOTE: 5.5"x8.5"/W copy paper is available in portrait orientation feeding only.

Paper Weight: 16~45 lb

Paper in Multi-Sheet Bypass Tray

Loading Paper Size: Max. 12.36"x17.52" (314mm x 445mm) ~ Min. 3.94"x5.83" (100mm x 148mm)
Specified Size Automatically: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R, A3, B4, A4, B5, B5R
Specified Size Manually / STD Size (Special) : F4, A4R, A5, A5R
Specified Size Manually / Wide Paper: 11"x17"W, 8.5"x11"W, 8.5"x11"WR, 5.5"x8.5"W, 5.5"x8.5"WR, A3W, B4W, A4W, A4WR, B5W, B5WR, A5W, A5WR
Paper Weight: 16~45 lb (duplex (1-2 and 2-2) copy mode)
Special (OHP transparencies, labels, hole punch, rag content)
Multi-Sheet Bypass Tray Capacity: 150 sheets 20 lb stacked: single feed special stock

NOTE: Reliability and copy quality are not guaranteed for all Special papers. Use only paper that is recommended by our company.

Paper Information

Paper in 2 Paper Tray/3 Paper Tray Finisher (Option)

In-Bin Stapler Finisher 2 Paper Tray/3 Paper Tray accepts LEDGER (11"x17"), LEGAL (8.5"x14") and LETTER/R (8.5"x11"/R) standard/wide paper sizes (5.5"x8.5"R/W in Non-sort, Sort or Group mode).

2 Paper Tray/3 Paper Tray Finisher Primary (Main) Tray

In-Bin Stapler Finisher 2 Paper Tray/3 Paper Tray (capacities at 20lb, unless otherwise indicated)

Non-sort/Sort/Group mode:
> 500 sheets 5.5"x8.5"/5.5"x8.5"W, 5.5"x8.5"R/5.5"x8.5"WR (A5/A5W, A5R/A5WR)
> 3,000 sheets 8.5"x11"/8.5"x11"W, 8.5"x11"R/8.5"x11"WR (A4/A4W, A4R/A4WR, B5/B5W, B5R/B5WR)
> 1,500 sheets 11"x17"/11"x17"W, 8.5"x14" (A3/A3W, B4/B4W)

Staple-sort mode:
> 1,000 sheets* 11"x17"/11"x17"W, 8.5"x14", 8.5"x11"/8.5"x11"W, 8.5"x11"R/ 8.5"x11"WR

NOTE: (*)Variable according to the number of pages to be stapled. See the table below.

Paper Capacity for Staple-sort mode of 2 Paper Tray/3 Paper Tray Finisher
(for the same size only)

	11"x17"/11"x17"W (A3/A3W)		8.5"x14", 8.5"x11"/8.5"x11"W, 8.5"x11"R/8.5"x11"WR (B4/B4R, A4/A4W, A4R/A4WR, B5/B5W, A5/A5W)	
No. of copies	2 staples	1 staple	2 staples	1 staple
2~9	50 sets	50 sets	100 sets	100 sets
10~20	50	50	50	50
21~30	30	30	30	30
31~40	25	25	25	25
41~50	20	20	20	20

> Service can set the copier to stop copying when the number of copies exceeds above capacity. Contact your service representative.

2 Paper Tray/3 Paper Tray Finisher Secondary (Sub) Tray

In-Bin Stapler Finisher 2 Paper Tray/3 Paper Tray (capacities at 20lb, unless otherwise indicated)

200 sheets; max. 12.36"x17.52" (314mmx445mm) ~ min. 3.94"x5.83" (100mmx148mm)

⚠ CAUTION:

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.

Paper Information

Paper in 2 Paper Tray/3 Paper Tray Finisher (Option) (continued)

3 Paper Tray Finisher Booklet Tray

Folding mode:

Standard Paper Size : 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R
Wide Paper Size : 11"x17"W, 8.5"x11"WR, A3W, B4W, A4WR
Paper Weight : 16 ~ 24 lb
Number of Folded Sheet : 3 sheets max.
Booklet Tray Capacity : Approx. 100 sheets max.
33 sets max. of 3-sheet-folded booklet
(33 x 3 = 99 sheets)
50 sets max. of 2-sheet-folded booklet
(50 x 2 = 100 sheets)

Stapling & Folding mode:

Standard Paper Size : 11"x17", 8.5"x14", 8.5"x11"R, A3, B4, A4R
Wide Paper Size : 11"x17"W, 8.5"x11"WR, A3W, B4W, A4WR
Paper Weight : 16 ~ 24 lb
Number of Folded Sheet : 16 sheets max. (using 20lb paper only)
15 sheets max. (a thick cover paper included)
Booklet Tray Capacity : Approx. 100 sheets max.
20 sets max. of 5-sheet-folded booklet
(20 x 5 = 100 sheets)
10 sets max. of 10-sheet-folded booklet
(10 x 10 = 100 sheets)
6 sets max. of 16-sheet-folded booklet
(6 x 16 = 96 sheets)

⚠ **CAUTION:**

Inside the Booklet mode outlet is the roller drive unit. DO NOT put your hand into the roller drive unit when removing folded or stapled & folded sheets; otherwise you may be injured.

Paper in Cover Sheet Feeder (Option)

Cover Sheet Feeder

Standard Paper Size : 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A3, B4, A4,
A4R, B5, A5
Wide Paper Size : 11"x17"W, 8.5"x11"W, 8.5"x11"WR, 5.5"x8.5"W, A3W, B4W,
A4W, A4WR, B5W, A5W
Paper Weight in Cover Sheet Mode : 13 ~ 110 lb (200g/m^2 thick paper)
Paper Weight in Manual Staple : 16 ~ 24 lb

Paper Information

Paper Weight Compatibility Chart

RADF	13 ~ 34 lb 13 ~ 110 lb (200g/m^2 thick paper) in 1-1 or 1-2 copying with SDF mode
Main Body Trays	All Trays: 16 ~ 24 lb Tray specified in Thick 1: 25 ~ 45 lb Tray specified in Thick 2: 46 ~ 110 lb (200g/m^2 thick paper) in 1-1 or 2-1 only
Large Capacity Tray	16 ~ 24 lb LCT specified in Thick 1: 25 ~ 45 lb LCT specified in Thick 2: 46 ~ 110 lb (200g/m^2 thick paper) in 1-1 or 2-1 only
Automatic Duplex Unit	16 ~ 45 lb
Multi-Sheet Bypass Tray	16 ~ 45 lb
In-Bin 2 Paper Tray/3 Paper Tray Stapler Finsher	13 ~ 110 lb (200g/m^2 thick paper)
Cover Sheet Feeder	13 ~ 110 lb (200g/m^2 thick paper)

NOTE: Reliability and copy quantity are not guaranteed for all Special papers. Use only paper that is recommended by our company.

Section 5: Copier Management

Power Saver Mode
Auto Low Power
Manual Low Power
Auto Shut-Off
Manual Shut-Off

Entering an ECM Password

Weekly Timer Function
Timer Interrupt

Counter List
To Display Counter List
To Print Counter List

Copier Management

Power Saver Mode

There are two modes for the Power saver as described below.
Low power mode enables you to conserve energy by maintaining a lower fixing temperature during periods of copier inactivity.
Shut-off mode conserves even more energy by partially turning OFF the power supply.

Auto Low Power

This function automatically lowers the power after a specified period of copier inactivity. The Auto low power function can be set to 5 minutes/ 10 minutes/ 15 minutes/ 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes. Initially, the mode is set to function after 15 minutes of copier inactivity. For the key operator setting, see p. 13-39. The [POWER SAVER ON/OFF] LED goes on.

Basic Screen
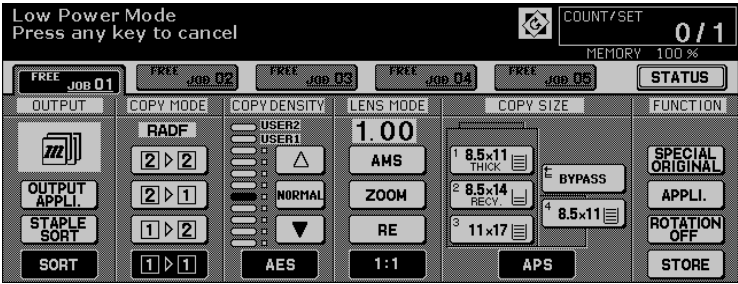
Release Auto Low Power
Press any key on the control panel. The Auto low power will be released and the LCD screen recovers usual brightness.

Copier Management

Power Saver Mode (Continued)

Manual Low Power

Press [POWER SAVER ON/OFF]. The Low Power Setting Screen will be displayed. Touch **YES** to activate the Low power mode.

NOTE: The Manual low power setting can be selected by Key operator. For the key operator setting, see p. 13-40 to p. 13-45. When selecting the Manual low power setting, the Manual shut-off setting is released.

When Manual low power is on, the following message will be displayed on the dimmed Basic Screen.
The [POWER SAVER ON/OFF] LED goes on.

Low Power Setting Screen

Basic Screen

Release Manual Low Power
Press any key on the control panel. The Auto low power will be released and the LCD screen recovers usual brightness.
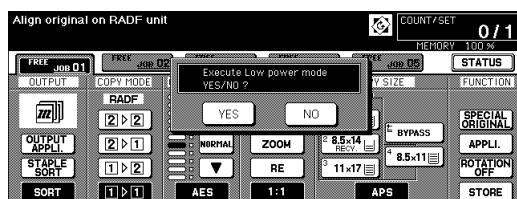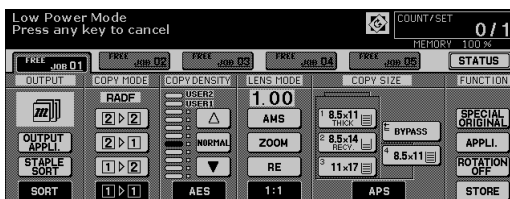
Copier Management

Power Saver Mode (continued)

Auto Shut-Off

This function automatically shuts off the main power after a specified period of copier inactivity.

The Auto shut-off can be set for 30 minutes/ 60 minutes/ 90 minutes/ 120 minutes/ 240 minutes. Initially, Auto shut-off is set to function after 90 minutes of copier inactivity. For the key operator setting, see p. 13-39.

Release Auto Shut-Off

Press [POWER SAVER ON/OFF]. The copying operation will be available.

Manual Shut-Off

Press [POWER SAVER ON/OFF]. The Shut-Off Setting Screen will be displayed. Touch **YES** to activate the Manual shut-off mode.

NOTE: The Manual shut-off setting can be selected by Key operator. For the key operator setting, see p. 13-40 to p. 13-45. When selecting the Manual shut-off setting, the Manual low power setting is released.

The [POWER SAVER ON/OFF] LED will light and all other LEDs and the LCD screen will be turned off.

Shut-Off Setting Screen
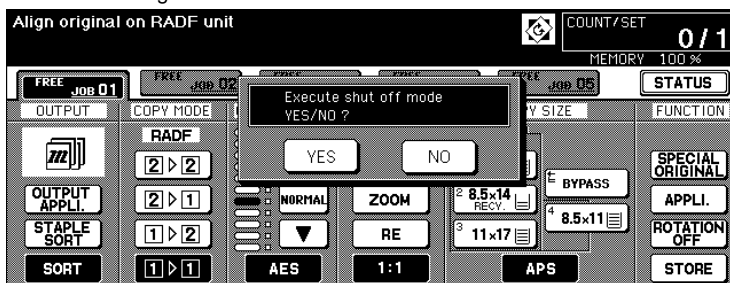
Release Manual Shut-Off

Press [POWER SAVER ON/OFF]. The Manual shut-off will be released, with the [POWER SAVER ON/OFF] LED turned off and the LCD screen displayed.

Copier Management

Entering an ECM Password

An ECM password is required only when the Electronic Copy Monitor (ECM) feature is activated; a User Password is assigned; and "Enter E.C.M. password" is displayed on the touch screen.

1 Enter your 8-digit ECM password, using the keypad.
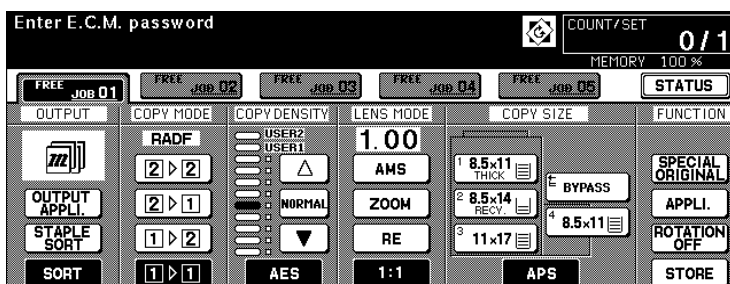   If the ECM password is invalid, the copier will reset to the Initial mode.
   In that case, enter the correct password; or contact the key operator.
2 Press [START] once to display your current copy count and copy limit for 3 sec.

> Current count / limit
>   018888/025000

> Ready to copy

When your copy count reaches the copy limit, the following message is displayed:

> Copy limit reached
>   025001/025000

   In that case, contact the key operator to reset your copy limit.
3 Make copying selections, and enter print quantity, as required.
4 When all settings are acceptable, press [START].

Copier Management

Weekly Timer Function

When a copier is under control of the weekly timer function, the TIMER indicator on the right side of the control panel is lit.
Important: When the TIMER indicator is lit, the copier will automatically be turned off. Do not turn it off by pressing power switch.

Timer Interrupt

When the TIMER indicator light is on and other indicators are off, copying is unavailable due to the weekly timer function.

However, copying is available by following procedure.
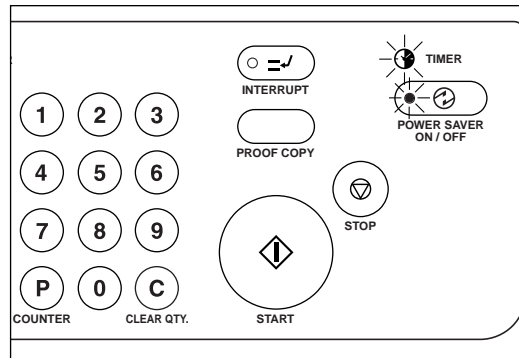
1 Press the [POWER SAVER ON/OFF].
   The Basic screen will be displayed along with the messages shown below.

> Please wait
> Copier is warming up

> Timer interrupt mode
> Enter password

NOTE: The timer interrupt password is not factory set and must be entered by the key operator (see p. 13-36 in "Section 13: Key Operator Mode"). In the event the timer interrupt password has not been entered by the key operator, the message shown in Step 3 will display instead.

Copier Management

Weekly Timer Function (continued)

2 Enter a 4-digit number timer interrupt password using the keypad on the control panel.
  If an invalid password is entered, continue by entering the valid 4-digit password.

> Timer interrupt mode
> Enter password ✳✳✳✳

3 Press the [START].

> Input copy time
> 0 hour(s)   05 minute(s)

4 Enter a 1-digit hour (ex. 3 hour is 3) using the keypad on the control panel. (0 ~ 9)
5 Press the [START].

> Input copy time is
> 3 hour(s)   05 minute(s)

6 Enter a 2-digit minutes (ex. 7 minutes is 07) using the keypad on the control panel. (05
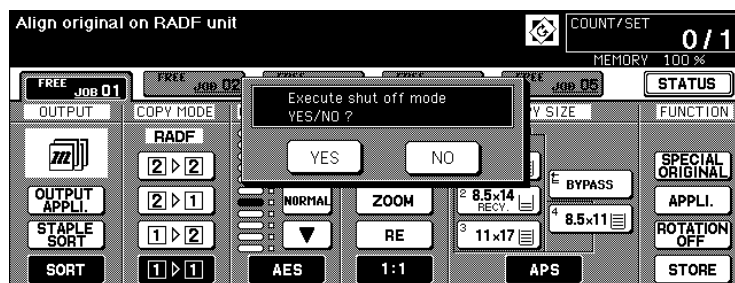 ~ 60)

> Input copy time is
> 3 hour(s)   07 minute(s)

7 Press the [START].
  Copying is available until the set time is up.

> Align original on RADF unit

8 When timer interrupt of the copier is finished, press the [POWER SAVER ON/OFF].
  The Shut-Off Setting Screen will be displayed.

Shut-Off Setting Screen

9 Touch **YES**. The copier returns to the OFF state and copying is disabled.

Copier Management

Counter List

This function allows you to view the current indication of the following items as a list on the touch panel: Total counter, Copier counter, Printer counter, Counter start date. Check the list, then print it from the Counter List Screen, if desired.
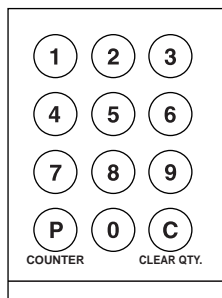
Control Panel   Counter List Screen
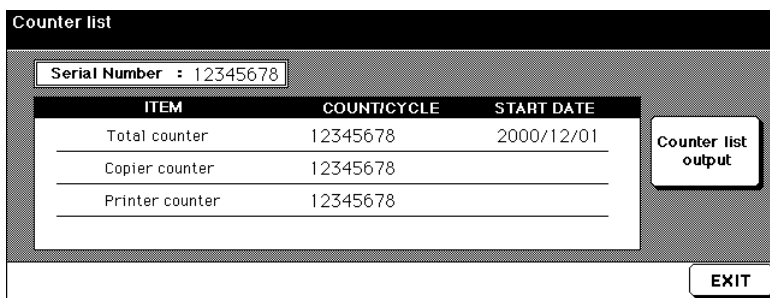
To Display the Counter List

1 Press [P (COUNTER)] to display the Counter List Screen.
2 Touch **EXIT** to return to the Basic Screen.

To Print the Counter List

1 Press [P (COUNTER)] to display the Counter List Screen.
2 Touch **Counter list output**. The Basic Screen will be displayed.
3 Touch the desired tray key to select the copy size.
   NOTE: Do not touch **APS**, or the Management list print mode will be released.
4 Press [START]. The counter list will be printed out, and the Management list mode will be released.

Section 6: Basic Operations

Basic Operations

How to Make a Basic Copy

The Basic Screen

When power is turned on, the Basic Screen displays after warm-up; when Auto Power Saver mode is activated; when ECM password is set; when Key counter is used; or when Auto/Reset mode is manually or automatically restored. All copying selections can be initiated from the Basic Screen, whether selected with screen keys or conventional keys, such as Job Memory.

When the Electronic Copy Monitor (ECM) is activated, a valid 8-digit ECM password, assigned by the key operator, must be entered before copying can be performed. See p. 5-5.

All of the settings in the Basic Screen, except Print Quantity, can be changed by the key operator in the Initial Setting Menu Screen.
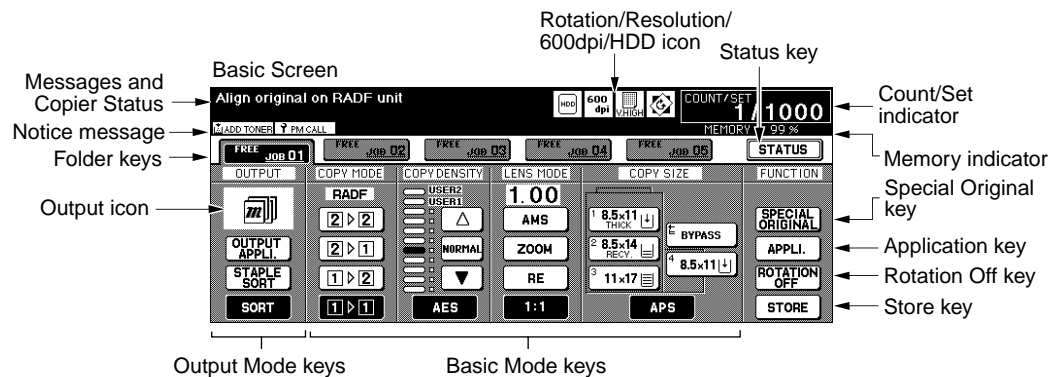
The popup menu appears on the Basic Screen to select the basic copying conditions.

NOTE: During the process of successive copying jobs, the message "Warming up" may be displayed in the message area of the Basic Screen to maintain the copy image quality.

Basic Operations

How to Make a Basic Copy (continued)

The Basic Screen (continued)

1 Position the original document in the document feeder or on the platen glass.
2 Press [START] to start copying with initial settings; or make other selections, then press [START].

Basic Copy Settings

Other Basic Copying Operations

NOTE: If the Basic Screen displays ADJUSTMENT MODE in the message area, this means that the machine was left in the service adjustment mode by a technician. If this occurs, please contact the technician and request that the mode be turned off; otherwise copying may be adversely affected.

Basic Operations

Copy Mode

The Copy Mode key is used to display a selection screen, from which all copy modes can be selected: 1-1, 1-2, 2-1, 2-2.

Copy Mode Specifications:

Incompatible functions
1-1: Folding/Stapling & Folding with Booklet; Chapter; Booklet
1-2: Transparency interleave
2-1: Folding/Stapling & Folding with Booklet; Chapter; Booklet; Repeat; AUTO layout; Non-image area erase, Server function
2-2: Repeat; Transparency interleave; Non-image area erase, Server function

RADF capacity
1-1, 1-2, 2-2, 2-1: 100 sheets
(copying can be resumed after removing paper from bins)

ADF/RADF original size requirements
1-1, 1-2, 2-2, 2-1: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4R
(8.27"x11.69", 210mmx297mm)

Copy paper weight requirements
20 lb~24 lb (14 lb~19 lb should be tested before it is used)

Copy paper size requirements
1-1, 1-2, 2-2, 2-1: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R
(5.5"x8.5" paper is available in landscape type feeding (☐) only.)

Sort mode paper size (machine with 2 Paper Tray/3 Paper Tray Finisher)
11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, A4R (8.27"x11.69", 210mmx297mm) (5.5"x8.5" paper is available in landscape type feeding (☐) only.)

Staple-Sort mode paper size (machine with 2 Paper Tray/3 Paper Tray Finisher)
11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, A4R (8.27"x11.69", 210mmx297mm)

Folding or Stapling&Folding mode paper size (machine with 3 Paper Tray Finisher)
11"x17", 8.5"x14", 8.5"x11"R, A4R (8.27"x11.69", 210mmx297mm)

Cover Sheet Feeder paper size (3 Paper Tray Finisher with Cover Sheet Feeder)
11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R (8.27"x11.69", 210mmx297mm)

Basic Operations

Copy Mode (continued)

Copy Mode Using RADF

Before selecting the Copy Mode shown on the screen below, read specifications on the previous page and see Section 4 for information on positioning originals.

Basic Screen (with 1▶2 mode selected)
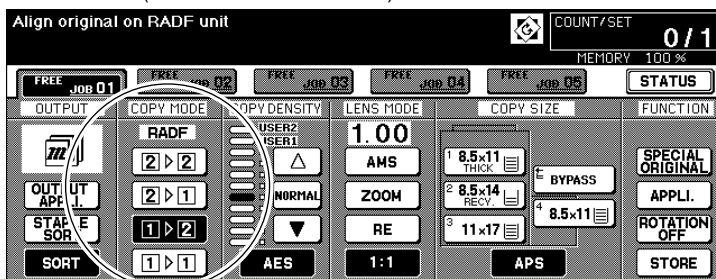
1 Touch the desired mode key on the Basic Screen: **1▶1**, **1▶2**, **2▶1**, or **2▶2**.
   A copy mode key will appear dimmed if it is incompatible with other selections made.
2 Position originals FACE UP in the document feeder, as required.
3 When all settings are acceptable, press [START].
   To cancel the mode, touch the desired Copy Mode key on the Basic Screen.

NOTE: When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets
       while the paper is exiting; otherwise, mishandled paper will occur.

Basic Operations

Copy Mode (continued)

1▶2 Copy Mode Using Platen Glass

When copying in 1-2 mode from the platen glass, use the Platen store mode. Refer to p. 4-2 for details on positioning originals.

Basic Screen (with 1▶2 mode and store mode)
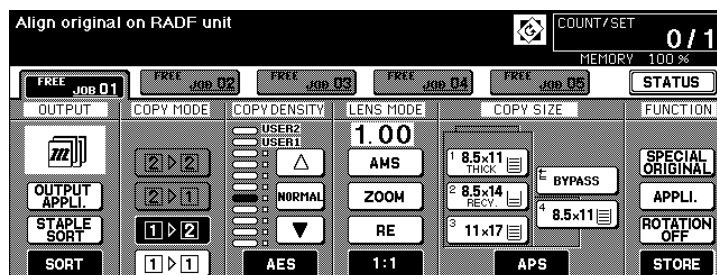
1 Open the document feeder.
2 Place original FACE DOWN on the platen glass, then close the document feeder.
   IMPORTANT: PLACE AND SCAN ORIGINALS IN REGULAR ORDER OF PAGINATION.
3 Touch **1▶2**, then make the desired copying selections.
   The **STORE** key is automatically highlighted on the screen.
4 Press [START] to scan the original.
5 Repeat steps 1, 2 and 4 until all originals are scanned.
6 Touch **STORE** to exit the store mode. The **STORE** key will return to the normal display.
7 Enter the print quantity using the keypad. The quantity entered will be displayed on the upper right message area of the Basic Screen.
   To change the print quantity, press [C (CLEAR QTY.)] and re-enter the correct quantity.
   To delete the scanned data without printing, press [STOP], then touch **EXIT** on the popup menu to be sure the data is deleted.
8 Press [START] to print.

Basic Operations

Copy Density

Automatic Exposure Selection (AES)

AES operates with the initial settings. It detects the density of the original image and automatically selects the appropriate exposure for the copy.

Manual Mode (Lighter, Normal, Darker)

Select manual copy density to adjust exposure (density) when originals are too light or too dark. Manual adjustments can be made in 9 levels simply by touching the lighter arrow ($\triangle$), **NORMAL**, or darker arrow ($\blacktriangledown$) key to highlight the desired exposure level indicator.

Basic Screen

| Light original | Normal | Dark original |
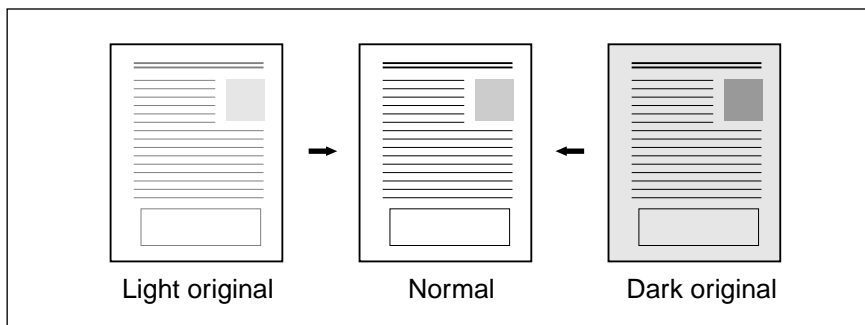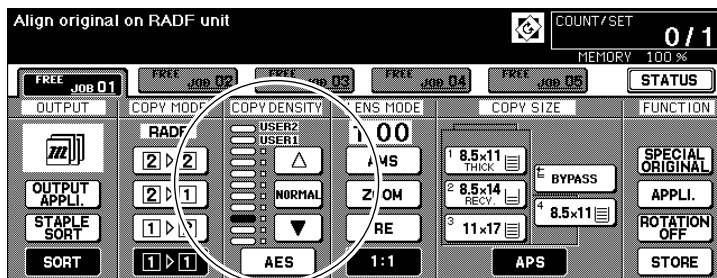
Basic Operations

Copy Density (continued)

Density Shift

Density shift divides each of nine density levels into two levels of lighter and three levels of darker.
Density shift can be used in 4 density modes; Auto (Text/photo), Text, Photo, and Increase contrast.
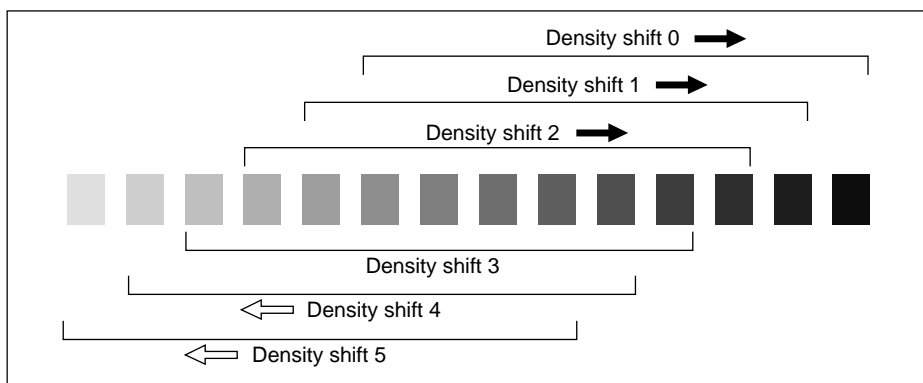
1 Touch **SPECIAL ORIGINAL** to display the Special Original Screen.
2 Select the density mode.
   To select the Auto (Text/Photo) mode, touch **AUTO** to highlight it, then press [P (COUNT)].
   The following message will be displayed.

```
Density Shift  (Text/Photo)
   2   (0 ~ 5)
```

To select the Text mode, touch **Text** to highlight it, then press [P (COUNT)].
The following message will be displayed.

```
Density Shift  (Text)
   2   (0 ~ 5)
```

To select the Photo mode, touch **Photo** to highlight it, then press [P (COUNT)].
The following message will be displayed.

```
Density Shift  (Photo)
   2   (0 ~ 5)
```

Basic Operations

Copy Density (continued)

Density Shift (continued)

To select the Increase contrast mode, touch **Increase Contrast** to highlight it, then press [P (COUNT)].
The following message will be displayed.

```
Density Shift  (Increase contrast)
   3   (0 ~ 5)
```

3 Press any key (from 0 - 5) using the keypad to determine the Density shift.

4 Press [STOP]. Density shift is determined.

Basic Operations

Lens Mode

Automatic Paper Selection (APS)

APS detects the size of originals placed on the RADF or platen glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.
If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.

❐ Original sizes detected are: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R
  Wide paper sizes cannot be detected.
❐ Incompatible: AMS

The relation of original size, magnification ratio and copy paper size is shown below.

Copy size / Magnification ratio	Original size 11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5	5.5x8.5R	Copy size / Magnification ratio
0.33 - 0.61	8.5x11R (8.5x11)	5.5x8.5	5.5x8.5	5.5x8.5			0.33 - 0.61
0.62 - 0.65	8.5x11R (8.5x11)	5.5x8.5	5.5x8.5	5.5x8.5			0.62 - 0.65
0.66 - 0.77	8.5x14	8.5x11R (8.5x11)	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	5.5x8.5	5.5x8.5	0.66 - 0.77
0.78 - 0.79		8.5x11R (8.5x11)	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	5.5x8.5	5.5x8.5	0.78 - 0.79
0.80 - 1.00		8.5x14	8.5x11 (8.5x11R)	8.5x11R (8.5x11)	5.5x8.5	5.5x8.5	0.80 - 1.00
1.01 - 1.29	11x17				8.5x11 (8.5x11R)	8.5x11R (8.5x11)	1.01 - 1.29
1.30 - 1.55	11x17	11x17	11x17	11x17	11x17	8.5x14	1.30 - 1.55
1.56 - 4.00	11x17	11x17	11x17	11x17	11x17	11x17	1.56 - 4.00

(   ): Rotation functions

Basic Operations

Lens Mode (continued)

Automatic Magnification Selection (AMS)

AMS is one of the initial settings that functions when the RADF is used and Copy Size is selected manually.

❏ Incompatible: APS, Change magnification, Book Copy, Overlay, Non-Image Area Erase, Repeat, AUTO Layout

An appropriate reduction or enlargement ratio will be selected automatically and applied to the image on the copy size. AMS automatically calculates and selects the correct ratio.
Wide paper size can be specified when AMS functions. In this case, the same magnification ratio as that of the standard size will be selected automatically.

AMS ratios are shown in the table below.

AMS TABLE		ORIGINAL SIZE						
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R	5.5"x8.5"	5.5"x8.5"R	A4
COPY SIZE	11"x17"/ 11"x17"W	1.00 (0.65)	1.21	1.00	1.29	1.29	2.00	0.94
	8.5"x14"	0.77 (0.50)	1.00	0.77	1.00	1.00	1.55	0.73
	8.5"x11"/ 8.5"x11"W	0.50 (0.65)	0.61 (0.79)	1.00	0.77 (1.00)	1.29	1.00 (1.29)	0.94
	8.5"x11"R/ 8.5"x11"WR	0.65	0.79	0.77 (1.00)	1.00	1.00 (1.29)	1.29	0.73 (0.94)
	5.5"x8.5"/ 5.5"x8.5"W	0.33 (0.50)	0.39 (0.61)	0.65	0.50 (0.65)	1.00	0.65 (1.00)	0.67 (0.47)
	5.5"x8.5"R/ 5.5"x8.5"WR	0.50 (0.33)	0.61 (0.39)	0.50 (0.65)	0.65	0.65	1.00 (0.65)	0.47 (0.64)
	A4/A4W	0.49 (0.69)	0.59 (0.84)	0.97 (0.75)	0.75 (0.97)	1.38	0.97 (1.38)	1.00 (1.71)

( ): Rotation functions

Basic Operations

Lens Mode (continued)

Special Ratio Table

COPY SIZE (vertical axis) vs **ORIGINAL SIZE** (horizontal axis)

COPY SIZE	5	6	7	8	9	10	11	12	13	14	15	16	17
17	3.40	2.83	2.43	2.12	1.88	1.70	1.54	1.42	1.31	1.21	1.13	1.06	1.00
16.5	3.00	2.54	2.20	1.94	1.74	1.57	1.43	1.32	1.22	1.14	1.06	1.00	
16	3.20	2.67	2.28	2.00	1.77	1.60	1.45	1.33	1.23	1.14	1.06	1.00	0.94
15.5	2.81	2.38	2.06	1.82	1.63	1.47	1.35	1.24	1.15	1.07	1.00	0.94	
15	3.00	2.50	2.14	1.87	1.67	1.50	1.36	1.25	1.15	1.07	1.00	0.94	0.88
14.5	2.64	2.23	1.93	1.70	1.53	1.38	1.26	1.16	1.07	1.00	0.93	0.88	
14	2.80	2.33	2.00	1.75	1.55	1.40	1.30	1.17	1.07	1.00	0.93	0.87	0.82
13.5	2.45	2.07	1.80	1.59	1.42	1.28	1.17	1.08	1.00	0.93	0.87	0.82	
13	2.60	2.17	1.86	1.62	1.44	1.30	1.18	1.08	1.00	0.92	0.87	0.81	0.76
12.5	2.27	1.92	1.67	1.47	1.31	1.19	1.09	1.00	0.92	0.86	0.81	0.76	
12	2.40	2.00	1.71	1.50	1.33	1.20	1.09	1.00	0.92	0.86	0.80	0.75	0.70
11.5	2.09	1.77	1.53	1.35	1.21	1.09	1.00	0.92	0.85	0.79	0.74	0.70	
11	2.20	1.83	1.57	1.37	1.22	1.11	1.00	0.92	0.85	0.78	0.73	0.69	0.65
10.5	1.91	1.61	1.40	1.23	1.10	1.00	0.91	0.84	0.78	0.72	0.68	0.64	
10	2.00	1.67	1.43	1.25	1.11	1.00	0.91	0.83	0.77	0.71	0.67	0.62	0.59
9.5	1.73	1.46	1.27	1.12	1.00	0.90	0.83	0.76	0.70	0.65	0.61	0.57	
9	1.80	1.50	1.29	1.12	1.00	0.90	0.82	0.75	0.69	0.64	0.60	0.56	0.53
8.5	1.54	1.30	1.13	1.00	0.89	0.81	0.74	0.68	0.63	0.59	0.55	0.51	
8	1.60	1.33	1.14	1.00	0.89	0.80	0.73	0.67	0.61	0.57	0.53	0.50	0.47
7.5	1.36	1.15	1.00	0.88	0.79	0.71	0.65	0.60	0.55	0.52	0.48	0.45	
7	1.40	1.17	1.00	0.87	0.77	0.70	0.64	0.58	0.54	0.50	0.47	0.44	0.41
6.5	1.18	1.00	0.86	0.76	0.68	0.62	0.56	0.52	0.48	0.45	0.42	0.39	
6	1.20	1.00	0.85	0.75	0.66	0.60	0.54	0.50	0.46	0.43	0.40	0.37	0.35
5.5	1.00	0.84	0.73	0.65	0.58	0.52	0.48	0.44	0.41	0.38	0.35	0.33	
5	1.00	0.83	0.71	0.62	0.55	0.50	0.45	0.42	0.38	0.36	0.33	0.31	0.29

ORIGINAL SIZE

Basic Operations

Lens Mode (continued)

Selecting a Special Ratio for Non-Standard Paper

To determine reduction or enlargement ratios when using non-standard paper sizes, refer to the Special Ratio Table on the previous page and follow the procedure below.

> **ORIGINAL-COPY WIDTH**
> FIRST, LOCATE THE ORIGINAL WIDTH ON THE HORIZONTAL AXIS.
> THEN, LOCATE THE COPY WIDTH ON THE VERTICAL AXIS.
> FIND THE RATIO ON THE TABLE WHERE THESE TWO VALUES MEET.
>
> **ORIGINAL-COPY LENGTH**
> FIRST, LOCATE THE ORIGINAL LENGTH ON THE HORIZONTAL AXIS.
> THEN, LOCATE THE COPY LENGTH ON THE VERTICAL AXIS.
> FIND THE RATIO ON THE TABLE WHERE THESE TWO VALUES MEET.

The ratio you use must fall within the available magnification range of 0.33~4.00. Use the smaller ratio for reduction and use the larger ratio for enlargement.

Basic Screen with the popup menu for zoom setting
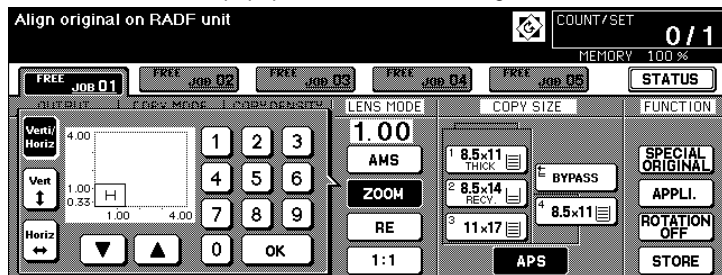
1 First, determine the correct ratio, as described above.
2 Touch **ZOOM** on the Basic Screen to display the popup menu for setting the zoom ratio.
3 Use the keypad on the popup menu to enter the desired reduction or enlargement ratio in 3 digits; or use arrows to scroll to the desired ratio.
4 When the desired ratio is specified, touch **OK** to complete the setting.
   To cancel the setting, touch **ZOOM** again, select the desired ratio, then touch **OK**.
5 Position original(s) FACE DOWN on the platen glass or FACE UP in the document feeder, as required.
6 When all other setting are acceptable, press [START].

Basic Operations

Lens Mode (continued)

Preset and User Set Ratios

Use the Preset and User Set ratios to increase or decrease magnification in fixed amounts.

If required, the eight initially set Preset ratios shown below can be adjusted in the Key Operator mode. In addition, three User Set ratios are adjustable by the key operator. All ratios remain effective until they are replaced.

❒ 1:1 mode (no magnification)
❒ 8 Preset ratios: 0.50, 0.65, 0.77, 0.93, 1.21, 1.29, 1.55, and 2.00
❒ 3 User Set ratios: Programmable by key operator and selected from 0.33~4.00
❒ To copy 5.5"x8.5" originals to 5.5"x8.5" copy paper, select 5.5"x8.5" Copy Size, then select 1.00 magnification.

Basic Screen with the popup menu for preset ratio setting
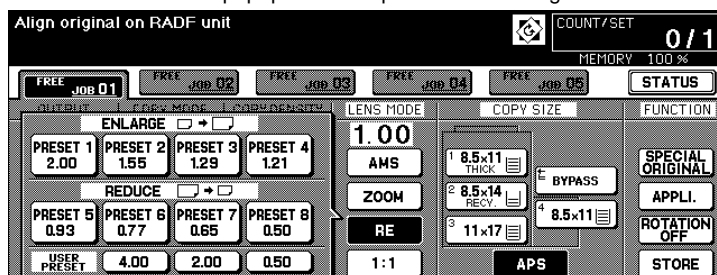
1 Touch **RE** to display the popup menu for selecting the desired preset/userset ratio.
2 Select the desired magnification. The selected key is highlighted, and the popup menu goes out automatically, and then the selected ratio will be displayed on the Basic Screen.
  To cancel the setting, touch **RE** again, then select the desired ratio.
3 Position original(s) FACE DOWN on the platen glass or FACE UP in the document feeder, as required.
4 When all settings are acceptable, press [START].

Basic Operations

## Lens Mode (continued)

Zoom Mode

Use the Zoom mode to reduce or enlarge the copied original image in 1% increments.

❒ Zoom range: 0.33~4.00
　　　　　　　0.33~2.00 in 600 dpi mode
　　　　　　　0.33~4.00 in Resolution (very high)

Basic Screen with the popup menu for zoom setting
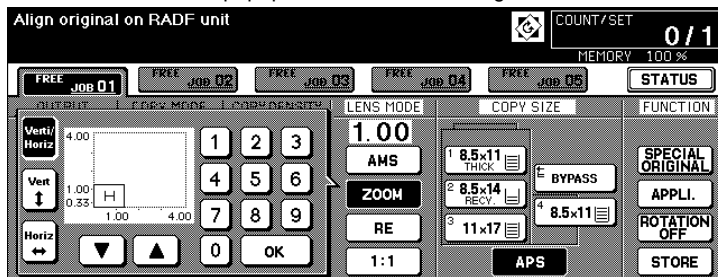
1 Touch **ZOOM** on the Basic Screen to display the popup menu for setting the zoom ratio.
2 Use the keypad on the popup menu to enter a 3-digit zoom ratio, or use arrows to scroll to the desired ratio.
3 Touch **OK** to complete the setting and return to the Basic Screen.
   To cancel the setting, touch **ZOOM** again, select the desired ratio, then touch **OK**.
4 Position original(s) FACE DOWN on the platen glass or FACE UP in the document feeder, as required.
5 When all settings are acceptable, press [START].

Basic Operations

Lens Mode (continued)

Vertical/Horizontal Zoom

Use the Vertical/Horizontal zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

❒ Vertical/Horizontal zoom range: 0.33~4.00
0.33~2.00 in 600 dpi mode
0.33~4.00 in Resolution (very high)

Basic Screen with the popup menu for zoom setting
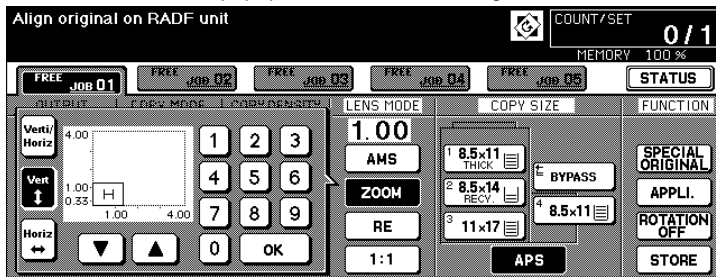
1 Touch **ZOOM** on the Basic Screen to display the popup menu for setting the zoom ratio.
2 Touch **Vert** to select a vertical ratio.
3 Use the keypad on the popup menu to enter a 3-digit vertical zoom ratio, or use arrows to scroll to the desired ratio.
4 Touch **Horiz** to select a horizontal ratio.
5 Use the keypad to enter a 3-digit horizontal zoom ratio, or use arrows to scroll to the desired ratio.
6 Touch **OK** to complete the setting.
   To cancel the setting, touch **ZOOM** again to display the popup menu. Specify the desired ratios, then touch **OK**.
7 Position original(s) FACE DOWN on the platen glass or FACE UP in the document feeder, as required.
8 When all settings are acceptable, press [START].

Basic Operations

Copy Size

The tray selection keys below COPY SIZE are used to select a specific paper tray. When a specific tray is selected, the APS key will go out and the AMS key will be highlighted. The copy size may require a ratio adjustment. When using the RADF with Initial settings, a ratio will be selected automatically.

Tray locations correspond to main body (tray 1, 2, 3), LCT (tray 4), and Multi-sheet bypass tray. Paper types, such as *Normal, Thick 1, Thick 2, Thin, TAB, User, Recycle, Color, Special, Fine, Seal* may be specified on some trays by the key operator for information only, but paper types cannot be detected by the machine.
NOTE: Do not load paper type other than that specified, otherwise machine trouble may be caused.

❐ When a selected tray is empty an out-of paper icon will flash on the tray key, along with a message to load paper in the empty tray.
❐ In 1-2 or 2-2 copying, the tray specified as Thick 2 cannot be used.
❐ If a tray size is changed, the tray key on the Basic Screen displays UNIV. Touch the UNIV. key to display the Universal Tray Size Selection Screen, then select the new paper size.
❐ When the BYPASS key is touched and highlighted, the PAPER TYPE/SIZE key appears above the BYPASS key. Touch the key to display the Paper Type/Size Setting Screen, then specify the type and size of the special paper to be loaded on the Multi-sheet bypass tray.
❐ Incompatible Basic Copying Conditions with AMS: APS, Change magnification
❐ Incompatible Special Original with AMS: None
❐ Incompatible Applications with AMS: Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Overlay
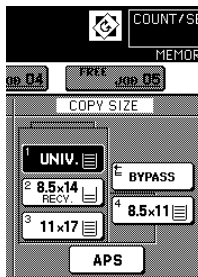
Basic Screen
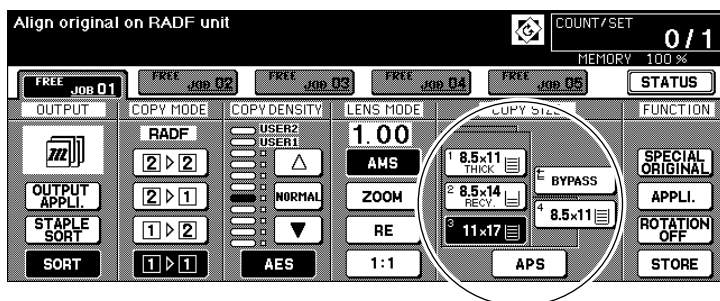
Basic Screen
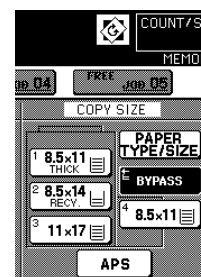
1 Touch the desired tray key. **APS** will go out, and **AMS** will be highlighted.
  When selecting **BYPASS**, see p. 6-19 ~ p. 6-21.
  To restore the **APS** mode, touch **APS**. **AMS** will go out, and **APS** will be highlighted.
  NOTE: When "UNIV." is displayed on the tray key as the copy size indication, program the copy size as described in the next page.
2 Position original(s) FACE DOWN on the platen glass or FACE UP in the document feeder, as required.
3 When all settings are acceptable, press [START] from the Basic Screen.
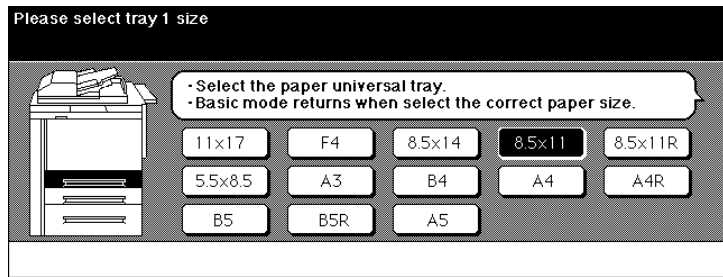
Basic Operations

Copy Size (continued)

Programming Copy Size for UNIV. Key

Basic Screen   Universal Tray Size Selection Screen

1 Touch **UNIV**. The Universal Tray Size Selection Screen will be displayed.
2 Touch the size key.
  If the correct size is selected, the Basic Screen will be restored automatically.
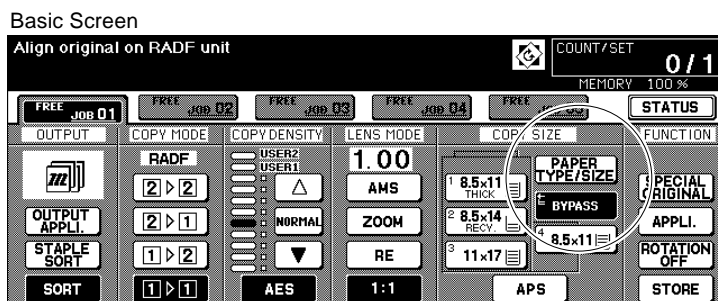 If an incorrect size is selected, the message "Please select correct tray size" will be
 displayed; and in that case the Basic Screen will not be restored.

Basic Operations

Copy Size (continued)

Selecting Paper Type/Size for Multi-sheet Bypass Tray

1 Open the Multi-sheet bypass tray, and load the copy paper on the tray. See p. 6-42 ~ p. 6-43 for further details.

Basic Screen

2 Touch **BYPASS**. The Paper Type/Size Selection Screen will be displayed.
3 Touch the desired key.

Paper Type/Size Selection Screen
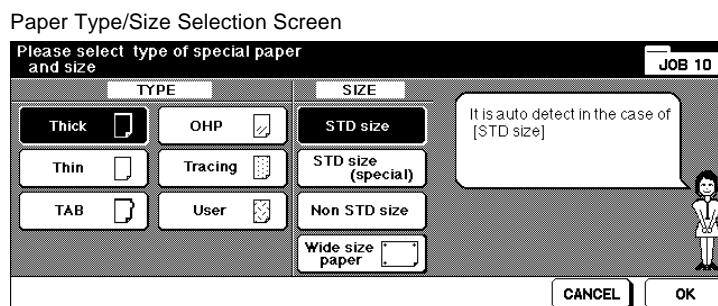
- When **Thick**, **Thin**, **TAB**, **OHP**, **Tracing**, or **User** is highlighted, a printing job will be performed conforming to the selected paper type.
  If no paper type indication is needed, touch the highlighted key to clear the selection in the TYPE area.
  The selection will be reflected on the Basic Screen when restored.

  NOTE: • When selecting Thick, THICK 1 will be displayed on Bypass key of the Basic Screen.
  • When selecting TAB, AMS is automatically selected. The STD size (special) and Non STD size cannot be selected, and the loading copy paper cannot be fed in 1-2 or 2-2 copying.

Basic Operations

Copy Size (continued)

Selecting Paper Type/Size for Multi-sheet Bypass Tray (continued)

Paper Type/Size Selection Screen
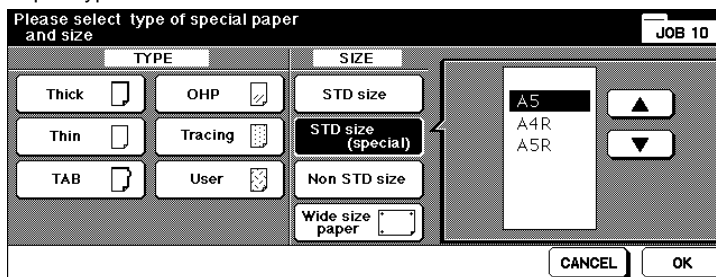
- When **STD size (special)** is highlighted, the popup menu will appear.
  Use arrows to scroll to the desired size. In this case, both the copy size and type selected will be indicated on the Basic Screen.

Paper Type/Size Selection Screen
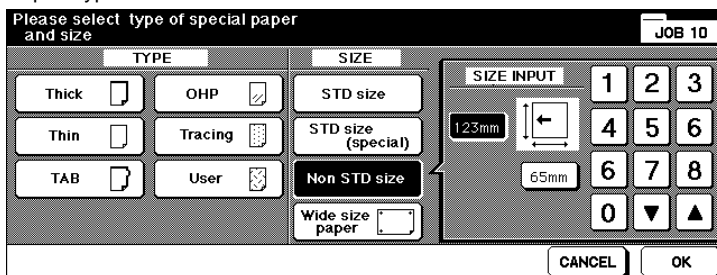
- When **Non STD size** is highlighted, the popup menu will appear.
  To set the vertical size, touch the vertical size key to highlight it, then use the keypad on the popup menu to enter the vertical size, or use arrows to scroll to that number.
  To set the horizontal size, touch the horizontal size key to highlight it, then use the keypad on the popup menu to enter the horizontal size, or use arrows to scroll to that number.
  In this case, the **Special** indication and paper type selected will be displayed on the Basic Screen, but the actual size information cannot be displayed.

Basic Operations

Copy Size (continued)

Selecting Paper Type/Size for Multi-sheet Bypass Tray (continued)

Paper Type/Size Selection Screen

Paper Type/Size Selection Screen

- When **Wide size paper** is highlighted, the popup menu will appear.
  Use arrows to scroll to the desired wide size. In this case, both the wide size and type selected will be indicated on the Basic Screen.
  To specify the precise dimensions of paper to be used, follow the procedure below.
  (1) Select the wide size as described above, then touch **Input size**. The Size Input popup menu will be displayed.
  (2) Touch the vertical size key to highlight it, then use the keypad on the popup menu to enter the vertical size, or use arrows to scroll to that number.
  The entered number should fall within the range from the vertical size of the standard size corresponding to the selected wide size to the maximum of 314mm.
  (3) Similarly, touch the horizontal size key to highlight it, then use the keypad on the popup menu to enter the horizontal size, or use arrows to scroll that number.
  The entered number should fall within the range from the horizontal size of the standard size corresponding to the selected wide size to the maximum of 445mm.
  In this case, the wide size and paper type selected will be displayed on the Basic Screen, but the actual size information cannot be displayed.

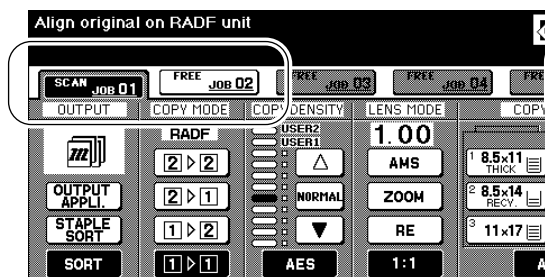4 Touch **OK** to return to the Basic Screen.

Basic Operations
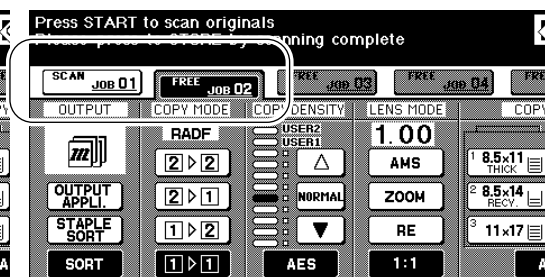
Reserve

Set Reserve Job

The Reserve function allows you to set up a new job while a current (scan/print) job is in process. When the current job is finished, the Reserve job starts printing immediately. The **FREE JOB** key on the screen is touch sensitive and active only when another job is in progress; otherwise it appears grayed out.

❒ Job settings: Max. 5 (current job plus 4 reserve jobs)
❒ The reserve job is available to be set after the copier starts to scan the current job. When setting more than one reserve job, the next reserve job setting will be available after the copier starts to scan for the previous reserve job.
   When the current job is under Memory copying, Image insert, or Book copy, the reserve job setting will be available after the copier starts to print the current job.
❒ If certain conditions occur while a reserve job is being set, such as activation of Interrupt mode, mishandled paper, or depletion of paper, the current printing job will cease and the FREE JOB indicator on the screen will be replaced by INTERRUPT, JAM or ADD PAPER, as appropriate. Perform the required measure for the situation at hand.
❒ The order of the reserve jobs can be altered on the Job Status Screen.
❒ The reserve jobs can be deleted on the Job Status Screen.
❒ Incompatible Basic Copy Conditions: Interrupt copying, Scanning in Store mode, Proof copy
❒ Incompatible Special original: Resolution (Very High)
❒ Incompatible Applications: Program Job, Overlay

Basic Screen: reserve job available   Reserve Job Setting Screen

Basic Operations

Reserve (continued)

Set Reserve Job (continued)

The **FREE JOB** key may be used to set the Reserve job only when another job is in progress; otherwise the key appears grayed out. Set the Reserve job as shown below.

1 Touch **FREE JOB** to display the Reserve Job Setting Screen.
2 Set the desired copying conditions for the reserve job.
   When the Reserve Job Setting Screen is displayed, all keys on the LCD and Control panel will function for the reserve job.

   NOTE: When trouble occurs while setting the reserve job, the **PRINT** or **SCAN JOB** key changes to **JAM/ADD PAPER** key on the Basic Screen. See p. 6-26 to p. 6-27.

3 Position original(s) FACE UP in the RADF or FACE DOWN on the platen glass after completing to scan for the current job. The message "Ready to copy" will be displayed on the Basic Screen.
4 Press [START]. The original for the reserve job will be scanned.

   NOTE: When the message "Please load size ** paper in any tray except tray #" is displayed, load the specified paper into the tray.

5 When the scanning for the reserve job is completed, the Basic Screen for the current printing job is restored.
6 Repeat step 2 to 4 to reserve more than one job.
7 Copying on the reserve job will start automatically after completing the current job.

Basic Operations

Reserve (continued)

Job Status Screen

Touch the **STATUS** key on the Basic Screen to display the Job Status Screen (see below).
The Job Status Screen allows you to perform the following functions.
- Confirm machine status
- Change order of reserve job
- Delete reserve job
- View previous job list

To return to the Basic Screen, touch **OK** on the Job Status Screen.

Basic Screen   Job Status Screen
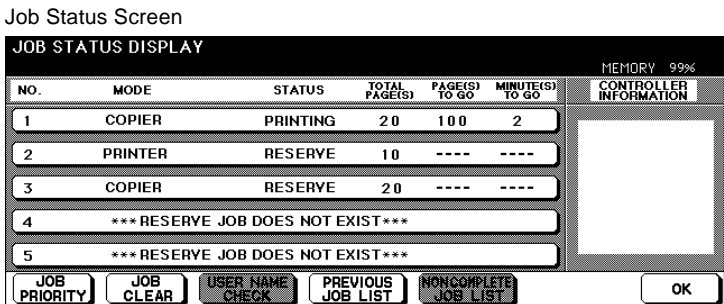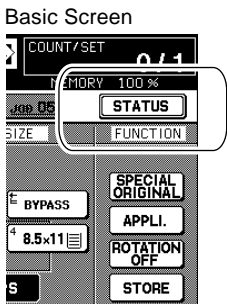
NO. :   Displays the No. (01-99) for each job assigned to the machine.
MODE: Displays the machine's current mode of operation. Five modes are listed below.
           COPIER / RESERVE COPIER / PRINTER / RESERVE PRINTER /
           CONTROLLER
STATUS: Displays the current status of the machine for each job.

	[Indication]	[Meaning]
	READY	: Ready to use in each mode
	WAITING	: Warming up in each mode
	SCANNING	: Scanning original(s) in copy mode
	INTERRUPT	: Interrupting the previous job
	ERROR	: Error in each mode
	PRINTING	: Printing in each mode
	NO PAPER	: No paper in copy/print mode
	STOP	: Stop in each mode
	NEXT PRINT	: Waiting for the completion of the previous operation in copy/print mode
	INITIALIZING	: Initializing for controller
	READY TO RESERVE	: Ready to reserve
	RECEIVING	: Receiving the data for controller

Basic Operations

Reserve (continued)

Job Status Screen (continued)

TOTAL PAGE(s): Displays the number of scanned pages for each job. (0 to 9999)

PAGE(s) LEFT: Displays the remaining copy count of the job.
0 to 9999 (The number exceeding 9999 will be displayed as 9999↑.)
Copy count = No. of scanned pages x Print quantity

MINUTE(s) TO GO: Displays the time (in minutes) required for completing the job.
Exceeding 99 minutes: 99↑
Shorter than 1 minute: <1

Other: The following message will be displayed on the second bar when the reserved job does not exist.

> RESERVED JOB DOES NOT EXIST

To change the order of reserve job
1 Touch the desired reserve job key to highlight it.
2 Touch **JOB PRIORITY**. The highlighted reserve job is advanced by one in printing order unless the job preceding the selected one is already in progress.
3 To return to the Basic Screen, touch **OK** on the Job Status Screen.

To clear reserve job
1 Touch the desired reserve job key to highlight it.
2 Touch **JOB CLEAR**.
3 The Job Clear Setting Screen will be displayed. Touch **YES**. The highlighted reserve job is cleared.
4 To return to the Basic Screen, touch **OK** on the Job Status Screen.

To display previous job list
1 Touch **PREVIOUS JOB LIST** to display the Previous Job List Screen.
2 Touch ⬇ to scroll to the next page. Up to 16 previous jobs (4 pages) can be displayed. Touch ⬆ to return to the previous page.
3 To return to the Job Status Screen, touch **OK**.
4 To return to the Basic Screen, touch **OK** on the Job Status Screen.
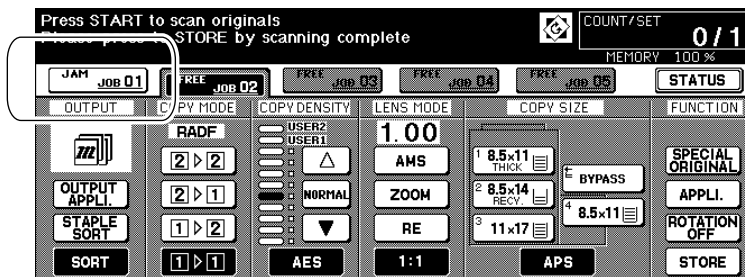
Previous Job List Screen

Basic Operations

Reserve (continued)

Mishandled Paper During the Reserve Setting

If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, the **PRINT/SCAN JOB** key on the screen will change to **JAM** key.

Basic Screen

If originals of the reserve job are already scanned when the misfeed occurs, the reserve job printing can be performed after the jam is cleared and the cleared job is completed.

1 Touch **JAM** to display the Jam Position Screen.
2 To view Help Screen instructions, touch **GUIDE** and remove paper/original.
3 The **JAM** will change to **PRINT JOB** or **SCAN JOB**.
4 Press [START]. The print/scan job will be reprocessed.
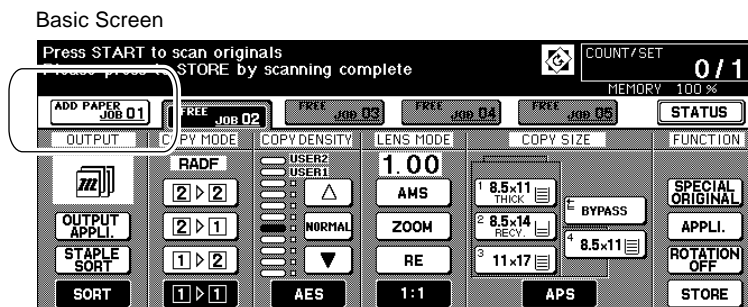5 Touch **FREE JOB** to continue setting the reserve job.

If scanning is not completed when the misfeed occurs, but reserve settings has already been made, the reserve job can be performed after the cleared job is completed. Simply insert the original document and press [START].

Basic Operations

Reserve (continued)

When Paper is Depleted for the Job in Progress

If the paper supply for a print job in progress becomes depleted while you are setting a Reserve job, the **PRINT JOB** key on the screen will change to **ADD PAPER** key (blinking).

Basic Screen

In this case, you can still continue the reserve job setting.

1 Touch **ADD PAPER** to display the Basic Screen for the print job.
2 Confirm the empty tray and supply the paper.
3 Press [START]. The print job will be reprocessed.
4 Touch **FREE JOB** to continue setting the reserve job.

Basic Operations

Store Mode

Store mode allows you to scan multiple originals by touching the **STORE** key on the Basic Screen after setting copying conditions, and then outputting the complete set by pressing [START].
   Platen store mode: scan originals from the platen glass.
    RADF store mode: scan originals from the RADF.

Platen Store Mode

Use Platen store mode for originals that cannot be fed through the document feeder due to thickness, size or condition.
When scanning thick originals that require keeping the document cover open, select Non-image area erase to prevent exposure of the glass area around the border of the original. This feature ensures a clean copy result and reduces toner consumption. The Non-image area erase mode automatically releases after the original for which it is selected is scanned. Additional images may be scanned.

❒ Incompatible Basic copying conditions: None
❒ Incompatible Special Originals: None
❒ Incompatible Applications: None

Basic Screen
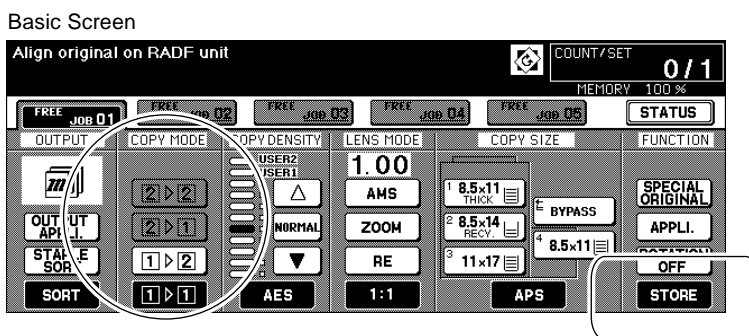
1 Open the document feeder.
2 Place original FACE DOWN on the platen glass, then close the document feeder.
    IMPORTANT: PLACE AND SCAN THE ORIGINALS IN REGULAR ORDER OF PAGINATION.
3 Make the desired copying selections, and select 1-1 or 1-2 copy mode.
4 Touch **STORE** on the Basic Screen to highlight it.
5 Press [START] to scan the original.
6 Repeat steps 1, 2 and 5 until all originals are scanned.
7 Touch **STORE** to exit the Store mode.

Basic Operations

Store Mode (continued)

Platen Store Mode (continued)

8 Enter the print quantity, using the keypad. The entered quantity will be displayed on the upper right message area of the Basic Screen.
  To change the print quantity, press [C (CLEAR QTY.)] and re-enter the correct quantity.
  To delete the scanned data without printing, press [STOP], then touch **CANCEL** on the popup menu to ensure that you delete the data.
9 Press [START]. The copier starts the printing job.

Basic Operations

Store Mode (continued)

RADF Store Mode

Use this feature to scan more than 100 original into memory from the RADF. Use this function in conjunction with the Reserve function to increase efficiency of the copying job.

❐ Incompatible Basic Copying Conditions: None
❐ Incompatible Original Scanning Conditions: Resolution (Very high)
❐ Incompatible Applications: Image insert, Book copy

Basic Screen
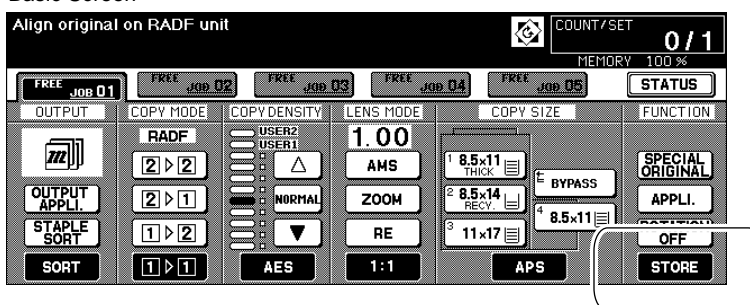
1 Touch **STORE** on the Basic Screen to highlight it.
2 Make the desired copying selections.
3 Position originals FACE UP on RADF.
  If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.
4 Enter the print quantity, using the keypad. The entered quantity will be displayed on the upper right message area of the Basic Screen.
  To change the print quantity, press [C (CLEAR QTY.)] and re-enter the correct quantity.
5 Press [START] to scan the originals.
6 Repeat steps 3 and 5 until all originals are scanned.
  To delete the scanned data without printing, press [STOP], then touch **CANCEL** on the popup menu to ensure that you delete the data.
7 Touch **STORE** to exit the Store mode.
8 Press [START]. The copier starts the printing job.

Basic Operations

Rotation

90° Rotation

This function allows you to utilize APS or AMS and copy the original size documents described below onto size 8.5"x11" or 5.5"x8.5", irrespective of the copy paper feeding direction. By default, Rotation requires APS or AMS to function; however, the key operator may set the function to always function or when APS, AMS or reduce functions. See p. 13-40 to p. 13-45.

❑ Rotation copying uses memory.
❑ Copy size: 8.5"x11", 8.5"x11"R, 5.5"x8.5"R (landscape type feeding (▭) only)
❑ Original size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", 5.5"x8.5"R
❑ Incompatible Basic Copying Condition: V/H zoom, Rotation Sort, Rotation Group
❑ Incompatible Special Original: Resolution (Very high)
❑ Incompatible Applications: Book Copy, Non-Image Area Erase, Repeat except 2/4/8 Repeat, AUTO Layout

90° Rotation and APS

In APS, the copier automatically copies onto the same paper size as the original(s) in 1:1. For example, when size 8.5"x11" copy paper is loaded in the tray in landscape orientation and the copier detects that the original is placed in portrait orientation, Rotation and APS function together to rotate the original image by 90° and output the 8.5"x11" copy to match the direction of the copy paper.
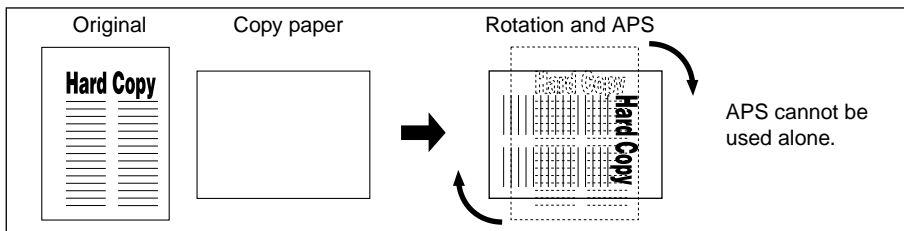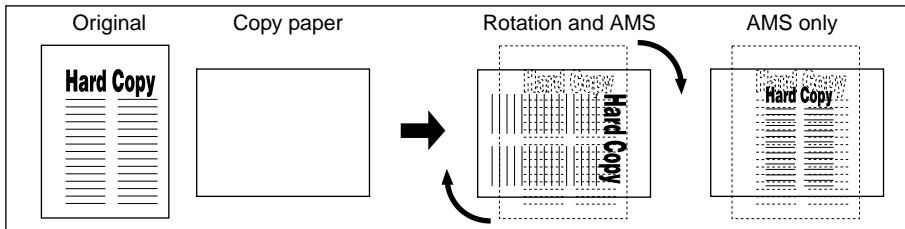

Similarly, when size 8.5"x11" copy paper is loaded in the tray in portrait orientation and the copier detects that the original is placed in landscape orientation, Rotation and APS function together to rotate the original image by 90° and output the 8.5"x11" copy to match the direction of the copy paper.
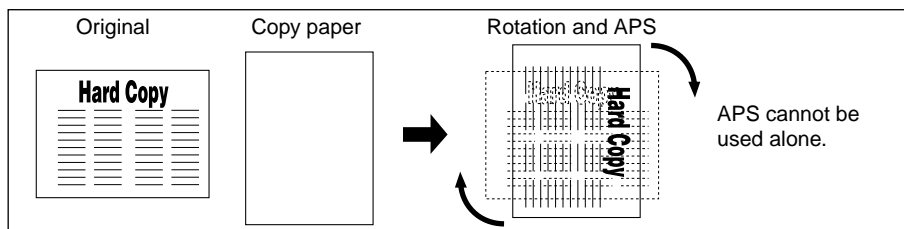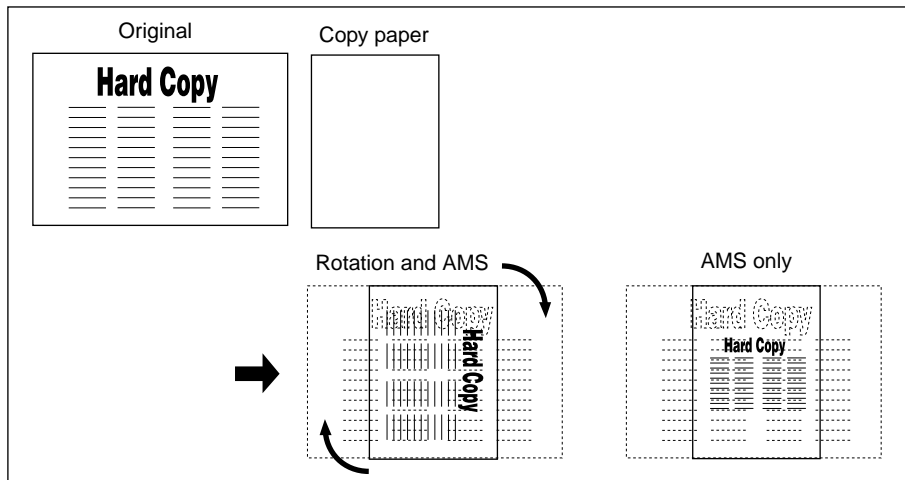
Basic Operations

Rotation (continued)

90° Rotation and AMS

For example, when size 8.5"x11" copy paper is loaded in the tray in landscape orientation and the copier detects that the original is placed in portrait orientation, Rotation (if required) rotates the original image by 90° and the copy is made with the appropriate AMS ratio to fit the portrait style of the copy paper.

Similarly, when size 8.5"x11" copy paper is loaded in the tray in portrait orientation and the copier detects that the original is placed in landscape orientation, Rotation (if required) rotates the original image by 90° and the copy is made with the appropriate AMS ratio to fit the landscape style of the copy paper.
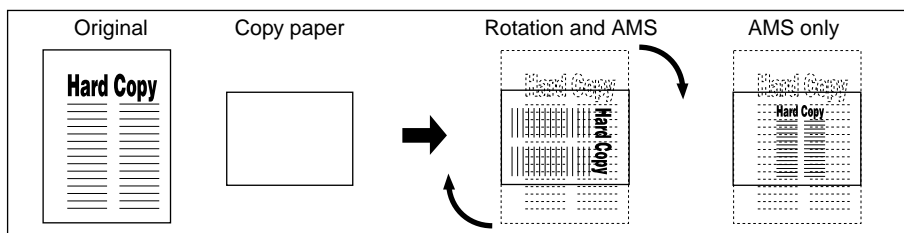
Basic Operations

Rotation (continued)

90° Rotation and AMS (continued)

When the 5.5"x8.5" tray is selected and the copier detects that the original is placed in portrait orientation, Rotation rotates the original image by 90° and the copy is made with the appropriate AMS ratio to fit the portrait style of the copy paper.

180° Rotation

In 1-2 copy mode, this function arranges the even pages of the simplex portrait originals upside down on the reverse side of duplex copies.
In 2-1 copy mode, this function arranges the reverse sides of duplex portrait originals which read upside down to make normal simplex copies.

❒ 180° Rotation functions when 1-2 or 2-1 copy mode is selected, and the originals are placed in the landscape orientation.
❒ This function is effective for portrait originals. For landscape originals, this function may not result satisfactorily.
❒ Copy size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
❒ Original size:
❒ Incompatible Basic Copying Condition: 1-1, 2-2
❒ Incompatible Special Original: Resolution (Very high)
❒ Incompatible Applications: Book Copy, Non-Image Area Erase, Repeat except 2/4/8 Repeat, AUTO Layout
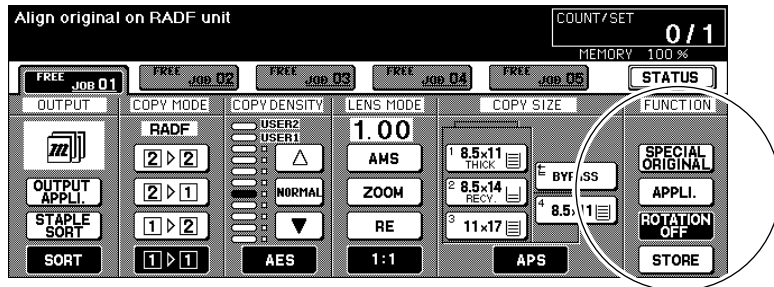
Basic Operations

Rotation (continued)

To Release Automatic Rotation

The copier is initially set to activate the Rotation function automatically.

To release automatic Rotation:

Basic Screen

Touch **ROTATION OFF** on the Basic Screen to highlight it. The Rotation icon will go out and the Rotation function will be canceled.

NOTE: **ROTATION OFF** is initially set to activate/deactivate 90° Rotation only. If desired, key operator can set **ROTATION OFF** to activate/deactivate 180° Rotation also. See p. 13-40 to p. 13-45.

To resume automatic Rotation:
Touch **ROTATION OFF** on the Basic Screen to deselect it. The Rotation icon will be displayed and the Rotation function will be reactivated.

Basic Operations

Check Mode and Proof Copy

Use the Check mode to confirm copying selections before pressing the [START] key. The Check Screen allows you not only to view the current settings but to change or release them directly from the Check mode.

In this mode, use Proof copy to produce a sample of the copied set before copying multiple copies. This is a convenient and cost effective way of viewing the results of the following copying selections.

- Copying conditions using Memory copy
- Sheet/Cover Insertion
- Chapter
- Combination
- Booklet
- Image Insert
- Book Copy
- Program Job

With Proof copy, all originals are scanned into memory, and only one set is output after you press the [PROOF COPY] key on the control panel or touch **PROOF COPY** key on the Check Screen. After Proof copy, some copying condition keys may appear dimmed in the Check Screen. As to the copying condition indicated on these dimmed keys, you cannot change or release the selection.

When [START] key is pressed, the job resumes copying until the job is completed.

❒ All settings made can be viewed in the Check Screen.
❒ Incompatible Basic Copying Condition with Proof Copy: Group
❒ Incompatible Special Original with Proof Copy: Resolution (Very high)
❒ Incompatible Applications with Proof Copy: None

Check Screen

CHECK MODE 【 BASIC & SPECIAL ORIG. 】			
Copy Quantity	9999	Exit Tray	Main tray
Duplex Mode	1–2 (RADF)	Enhance Mode	Photo Mode
Copy Density		Special Orig.	Z-Folded Original
Lens Mode	1.00	Original	STD size
Copy Size	A4 B4 A4		
Paper Type	--- Recycle OHP		
Output Mode	Staple + Sort		

CHANGE SETTING   RELEASE SETTING   PROOF COPY   EXIT

PROOF COPY key

You cannot change the selection if the copying condition key appears dimmed.

Basic Operations

Check Mode and Proof Copy (continued)

1 Press [CHECK] on the control panel to display the Check Screen.
2 Verify the settings made for the current job.
3 If necessary, press [PROOF COPY] on the control panel or touch **PROOF COPY** on the Check Screen to output a set of sample copy.
   If only one copied set is needed and the sample set is adequate, press [STOP] to delete the stored data.
4 Touch **EXIT** (or press [CHECK]) to exit from the Check mode and return to the Basic Screen.
5 Press [START] when the Basic Screen is displayed.
   If set quantity is two or more, the copier will output the rest except the sample sets.

Change/Release Settings
If you want to change or release any settings, follow the procedure below.

To change the settings:

Check Screen

Basic Screen

Basic Operations

Check Mode and Proof Copy (continued)

1 Touch the desired copying condition key on the Check Screen to highlight it. The dimmed **CHANGE SETTING** key will become clear.

NOTES: • Any key that cannot be highlighted indicates that the copying condition cannot be changed from the Check Screen.
   • Although the following application functions can be highlighted, they cannot be changed because the **CHANGE SETTING** key will be kept dimmed: Overlay, Non-image area erase, Reverse image, AUTO layout.

2 Touch **CHANGE SETTING**. The LCD will display an appropriate screen to change the copying condition selected.
  • Selecting a basic copying condition key will display the Basic Screen.
  • Selecting Enhance key will display the Change Enhance Selection Screen.
  • Selecting Non STD Size key will display the Non STD Size Setting Screen.
  • Selecting an application function key will display the Change Application Selection Screen.

3 Change the setting as desired, then restore the Check Screen to return to the checking steps, or to the Basic Screen to start copying.

Check Screen
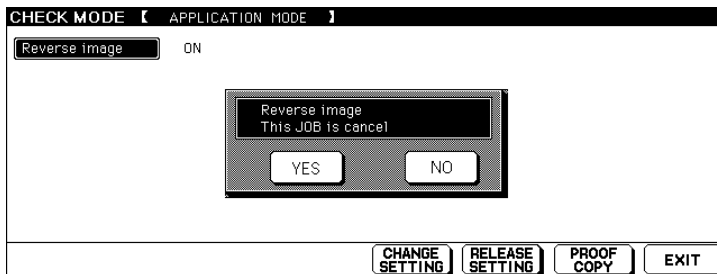
To release the settings:
1 Touch the desired original scanning condition key or application function key on the Check Screen to highlight it. The dimmed **RELEASE SETTING** key will be clear.
2 Touch **RELEASE SETTING**.
3 Touch **YES** to cancel the application function, or **NO** to restore.
When **YES** is touched, the selected function will be released and the key will disappear from the Check Screen.
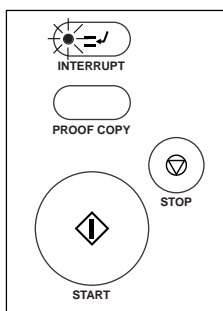
Basic Operations

Interrupt Mode

Use the Interrupt mode to interrupt copying in progress to perform a simple job. When interrupt copying is completed, the settings for the initial job restore automatically and the Basic Screen displays. Press the [INTERRUPT] key when the copier is in the following conditions:

- Printing continuously the image stored in Store mode
- Scanning the originals in Store mode
- Scanning the originals in Store mode while printing in Reserve mode

If desired, key operator can change the timing to stop current machine operation for interrupt copying. Note that the compatible copying conditions vary according to the timing selected. See p. 13-40 ~ p. 13-45.

❐ Incompatible Basic Copying Conditions: Reserve
❐ Incompatible Special Original: None
❐ Incompatible Applications: None

Control Panel   Basic Screen
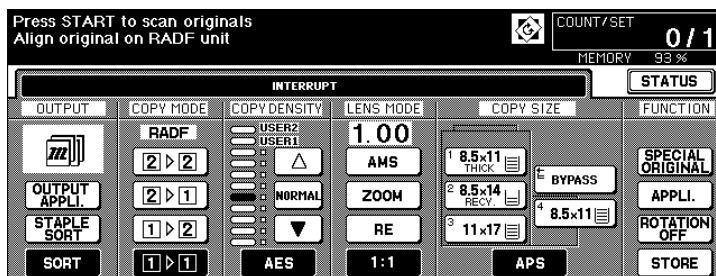
1 To stop the current copying job, press [INTERRUPT]. For particular jobs in progress, copying will cease only after certain phases of the immediate operation are completed, as indicated by LED conditions described below.
- Collectively printing image stored in memory
  The [INTERRUPT] LED blinks until one set of the current job is printed. Then the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory
  The [INTERRUPT] LED blinks until scanning is completed for all originals placed in the document feeder. Then, the LED remains steady for the temporary job performed in Interrupt mode.
- Scanning originals into memory while printing in Reserve mode (see Note 1)
  The [INTERRUPT] LED blinks until the copier completes the current printing job, scans all originals placed on the document feeder, and prints one set of the Reserved job. The LED remains steady for the temporary job performed in Interrupt mode.
  All **JOB** indicators on the Basic Screen will change to **INTERRUPT**.

Basic Operations

Interrupt Mode (continued)

2 Remove any document from the platen glass or from the document feeder, if present.

3 Place new original(s) on the platen glass or in the document feeder.

4 The copying settings in Interrupt mode are as follows.

      Copy Mode   : 1▶1
      RADF   : ON
      AES   : ON
      Lens Mode   : 1:1 (1.00)
      APS   : ON
      Print Quantity : 1
      Finisher   : ON

  Select other copying features that are compatible with the Interrupt mode, if desired.

5 Press [START].

6 When Interrupt copying is completed, press [INTERRUPT] again to return to the settings of the initial job.

7 Replace the initial original, then press [START] to resume copying.

NOTES:

    1 In Reserve mode, pressing [INTERRUPT] before the copier finishes scanning originals of the reserve job will clear the settings selected for reserve job.

    2 When [CHECK] is pressed during Interrupt Copying, the information displayed reflects the initial copy job settings. Check mode will not display Interrupt copy job information.
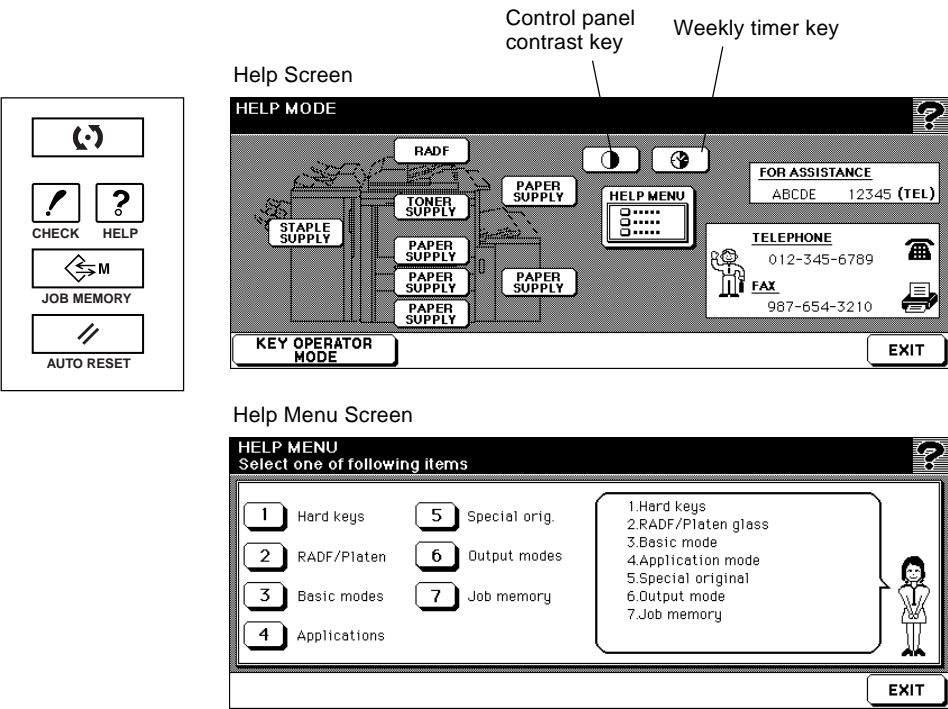
Basic Operations

Help Mode

Use the [HELP] key to access information about the current screen mode and to learn about setting procedures. The [HELP] key can be pressed from any screen except Job Memory and Key Operator Screens.

The Help Screen also includes the Help menu icon in the center. When the **HELP MENU** key is touched, the Help Menu Screen displays a list of all of the copier functions. When a function item is touched, the Help Screen displays information specific to that topic.

The **KEY OPERATOR MODE** key is also provided in the lower left position of the Help Screen. When touched, the Key Operator Password Entry Screen will be displayed to access the Key operator mode.

Basic Operations

Help Mode (continued)

1 While in any screen, press [HELP] to display the Help Screen.
2 Touch **TONER SUPPLY**, **PAPER SUPPLY**s, **RADF**, **STAPLE SUPPLY**, **FOR ASSISTANCE**, or the Service call telephone number and Fax number to display specific Help information.
3 For help on operations, touch **HELP MENU** in the center area of the screen. The Help Menu Screen will be displayed. Select one of the 7 Help menu items.
4 The Weekly timer key display only when the Weekly timer system is activated. Touch the key to display the settings of the Weekly timer.
5 Touch **EXIT** to return to the screen that was displayed before pressing [HELP].

Basic Operations

Using the Multi-Sheet Bypass Tray

The Multi-sheet bypass tray can be used to stack regular 16 lb~45 lb Bond paper.

❒ Bypass tray paper size: 11"x17"~5.5"x8.5"
❒ Bypass tray paper weight range: 16 lb~45 lb
❒ Bypass tray paper capacity: up to 150 sheets 20 lb
❒ Bypass tray Transparency film capacity: 1 sheet
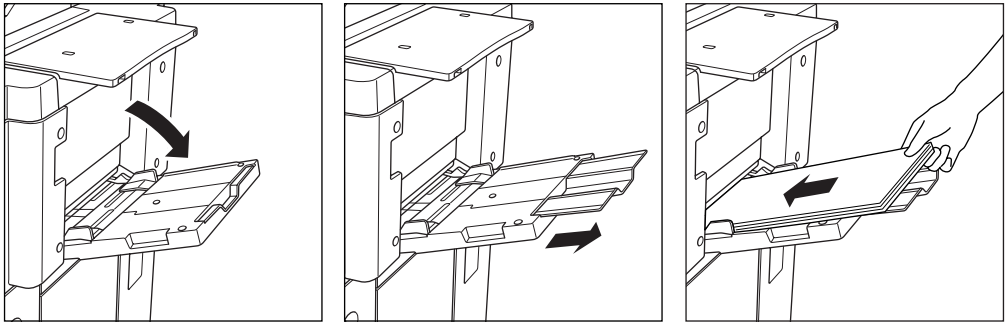
1 Open the Multi-sheet bypass tray located on the right side of the copier.
  When loading 11"x17" or 8.5"x14" paper, withdraw the right edge of the Multi-sheet bypass tray.
2 Load copy paper, and align the paper guides to the paper size.
  Load Transparency film one sheet at a time; or, stack paper, up to 150 sheets 20 lb Bond.
  Load offset tabbed sheets so that the tab extensions are on the right at the rear (not front) of the tray. The top sheet is designated face up as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

Basic Operations

Using the Multi-Sheet Bypass Tray (continued)

Load offset tabbed sheets so that the tab extensions are on the right at the rear (not front) of the tray. The top sheet is designated face up as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

When loading tabbed sheets in the Multi-sheet bypass tray, be sure to specify the paper type as TAB on the Paper Type/Size Setting Screen; otherwise mishandled paper may occur. See p. 6-19 to p. 6-21.
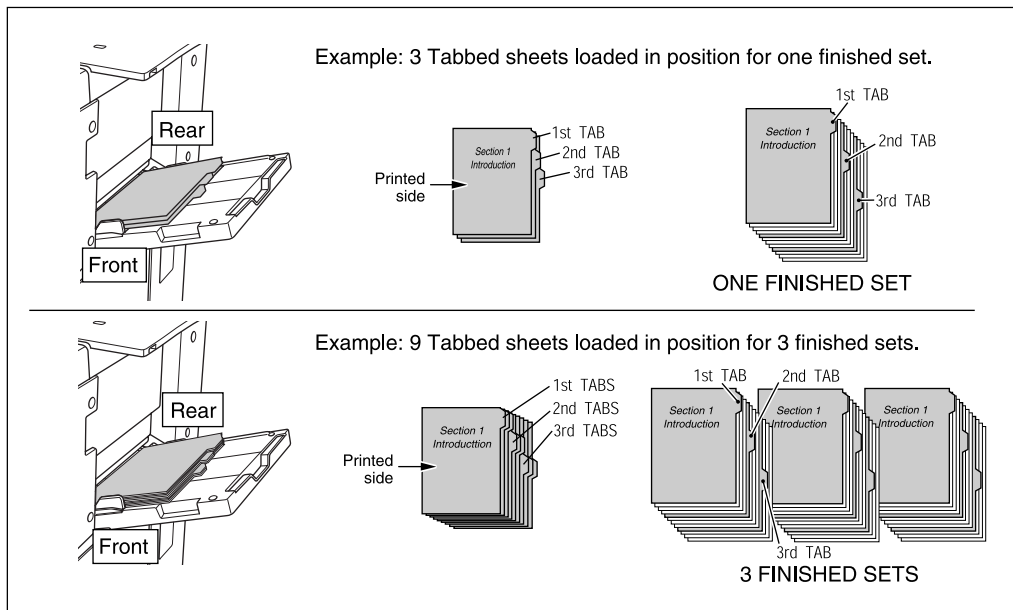
Section 7: Output Modes
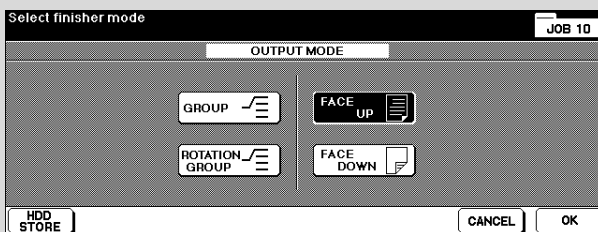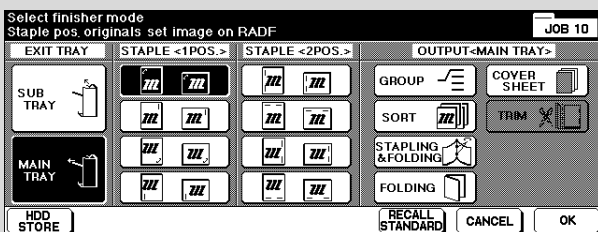
Output Modes

2 Paper Tray/3 Paper Tray Finisher Specifications

Use only paper that is recommended by us and stored under the environmental conditions stated for copy quality. Special stock is not guaranteed for reliability or copy quality. Multi-sheet bypass tray, Interrupt, and Transparency interleaving are incompatible with finisher use.
This Finisher also accommodates wide paper sizes in addition to the standard sizes described below. See p. 4-9 ~ p. 4-10.

Finisher Type

❒ Primary (Main) Tray with built-in 2 stapling: moving tray type
 Secondary (Sub) Tray
 Booklet Tray
 Cover Sheet Feeder (option)

Primary (Main) Tray

• Non-Sort Mode
❒ Paper size: 11"x17"~5.5"x8.5"
❒ Paper weight: 16~24 lb; Special stock (65 lb (176 g/m^2 cover paper), transparency film, labels, hole punch, rag content)
❒ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"
  3,000 sheets 8.5"x11", 8.5"x11"R
  1,500 sheets 11"x17", 8.5"x14"

• Sort Mode/Group Mode
❒ Paper size: 11"x17"~5.5"x8.5"
❒ Paper weight: 16~24 lb
❒ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"
  3,000 sheets 8.5"x11", 8.5"x11"R
  1,500 sheets 11"x17", 8.5"x14"

• Staple-Sort Mode
❒ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11"
❒ Paper weight: 16~24 lb
❒ Paper capacity for 20 lb: 1,000 sheets[*1]
❒ Staple capacity: 50 sheets[*2] (5.0mm thick or less)
❒ Staple position: See p. 7-7.

NOTES:
  *1: Variable according to the number of pages to be stapled. See p. 4-9 for detail.
  *2: Staple sheet capacity is changeable, and may be set to 45, 40 or 35 by service.

Output Modes

2 Paper Tray/3 Paper Tray Finisher Specifications (continued)

Secondary (Sub) Tray

- Non-sort and face down exit
- Non-sort and face up exit
- Group and face down exit
- Group and face up exit

❒ Paper size: 11"x17"~5.5"x8.5"
❒ Paper weight: 16~24 lb
❒ Paper capacity for 20 lb: 200 sheets

Booklet Tray (3 Paper Tray Finisher only)

- Folding Mode

❒ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, A4R (8.27"x11.69", 210mmx297mm)
❒ Paper weight: 16~24 lb; Special stock (20 lb paper is recommended)
❒ Number of Folding sheet: 3 sheets max.
❒ Booklet tray capacity: Approx. 100 sheets max.

> 33 sets max. of 3-sheet-folded booklet
> (33 x 3 = 99 sheets)
> 50 sets max. of 2-sheet-folded booklet
> (50 x 2 = 100 sheets)

- Stapling & Folding Mode

❒ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, A4R (8.27"x11.69", 210mmx297mm)
❒ Paper weight: 16~24 lb; Special stock (20 lb paper is recommended)
❒ Number of Folding sheet: 16 sheets max. (using 20 lb paper only)

> 15 sheets max. (a thick cover paper included)

❒ Booklet tray capacity: Approx. 100 sheets max.

> 20 sets max. of 5-sheet-folded booklet
> (20 x 5 = 100 sheets)
> 10 sets max. of 10-sheet-folded booklet
> (10 x 10 = 100 sheets)
> 6 sets max. of 16-sheet-folded booklet
> (6 x 16 = 96 sheets)

Cover Sheet Feeder

❒ Paper size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R (8.27"x11.69", 210mmx297mm)
❒ Paper weight in cover sheet mode: 13~110 lb (200g/m^2 thick paper)
❒ Paper weight in manual staple: 16~24 lb

Output Modes

Non-Sort Mode Using Primary (Main) Tray

The Non-sort mode simply means that the offset-stacker finisher modes are not selected. Copies will be stacked upon exit without being offset by sorted sets.
With the Primary (main) tray initially selected on the Output Mode Screen, 2 Paper Tray/ 3 Paper Tray outputs the printed sheets FACE DOWN in the proper order.

❒ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
❒ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"
                                3,000 sheets 8.5"x11", 8.5"x11"R
                                1,500 sheets 11"x17", 8.5"x14"
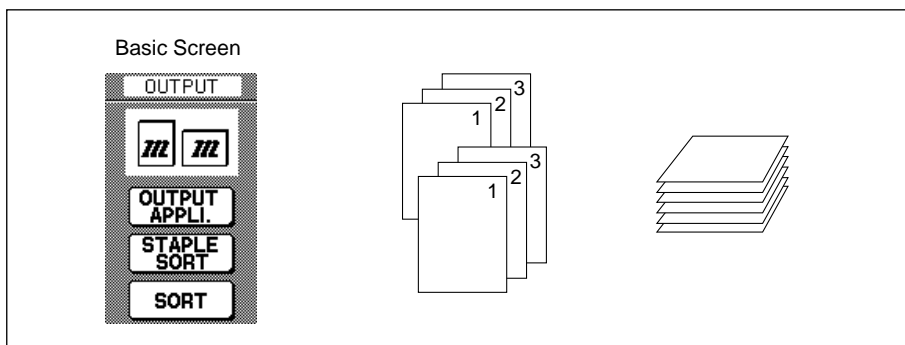
Basic Screen

1 Touch **SORT** on the Basic Screen to deselect it, if highlighted.
2 Enter the desired print quantity.
3 Position original(s) in the document feeder or on the platen glass, and make copying selections, as required.
4 Press [START] to begin copying in Non-sort mode.
   Copies will exit face down, with the page heading toward the front of the copier.
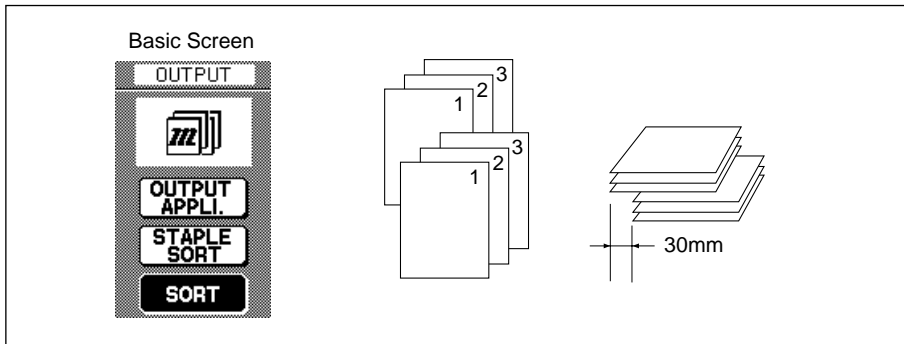
⚠ **CAUTION:**

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.

Output Modes

Sort Mode Using Primary (Main) Tray

Use this mode when you want to output multiple copies of the original set, and have each sorted set offset upon exit. The staple mode can be selected with the sort mode. With the Primary (main) tray initially selected on the Output Mode Screen, 2 Paper Tray/ 3 Paper Tray outputs the printed sheets FACE DOWN in the proper order.

❐ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"

(5.5"x8.5" paper is available in landscape type feeding (☐) only)

❐ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"

3,000 sheets 8.5"x11", 8.5"x11"R

1,500 sheets 11"x17", 8.5"x14"

1 Touch **SORT** on the Basic Screen to highlight it.
2 Enter the desired print quantity.
3 Position originals in the document feeder, and make copying selections as required.
   When using Store mode, see p. 6-28 to p. 6-30.
4 Press [START].

⚠ **CAUTION:**

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.
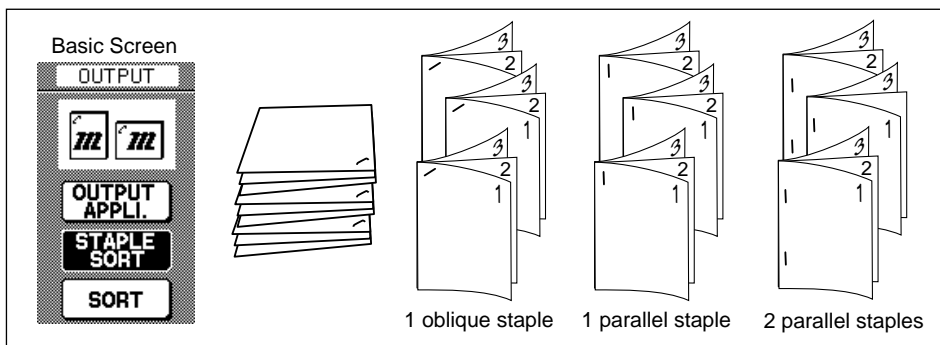
Output Modes

Staple-Sort Mode Using Primary (Main) Tray

Use this mode when you want to offset and staple each copied set. Stapling position and number of staples (1 or 2) can be designated on the Finisher Mode Selection Screen. Each finished set will be offset from the next copied set.
With the Primary (main) tray initially selected on the Finisher Mode Selection Screen, 2 Paper Tray/ 3 Paper Tray outputs the printed sheets FACE DOWN in the proper order.

❐ Stapled paper at 1 position: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11" (5.5"x8.5" is available in portrait orientation only.)
❐ Stapled paper at 2 positions: only 8.5"x11" paper loaded with larger dimension vertical
11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11" paper loaded with larger dimension horizontal
❐ Paper capacity for 20 lb: 1,000 sheets (Variable according to the number of pages to be stapled. See p. 4-9 for details.)
❐ Staple capacity: 50 sheets 20 lb (5.0mm thick or less)
(Staple capacity is changeable, and may be set to 45, 40, or 35 by service.)
❐ Staple position: 1 oblique staple; 1 parallel staple; 2 parallel staples

1 oblique staple   1 parallel staple   2 parallel staples

Output Modes

Staple-Sort Mode Using Primary (Main) Tray (continued)

1 Touch **STAPLE SORT** on the Basic Screen to highlight it. The Staple Position icon will be displayed in the OUTPUT icon area. When not changing the staple position, proceed to step 5.

Basic Screen   Finisher Mode Selection Screen
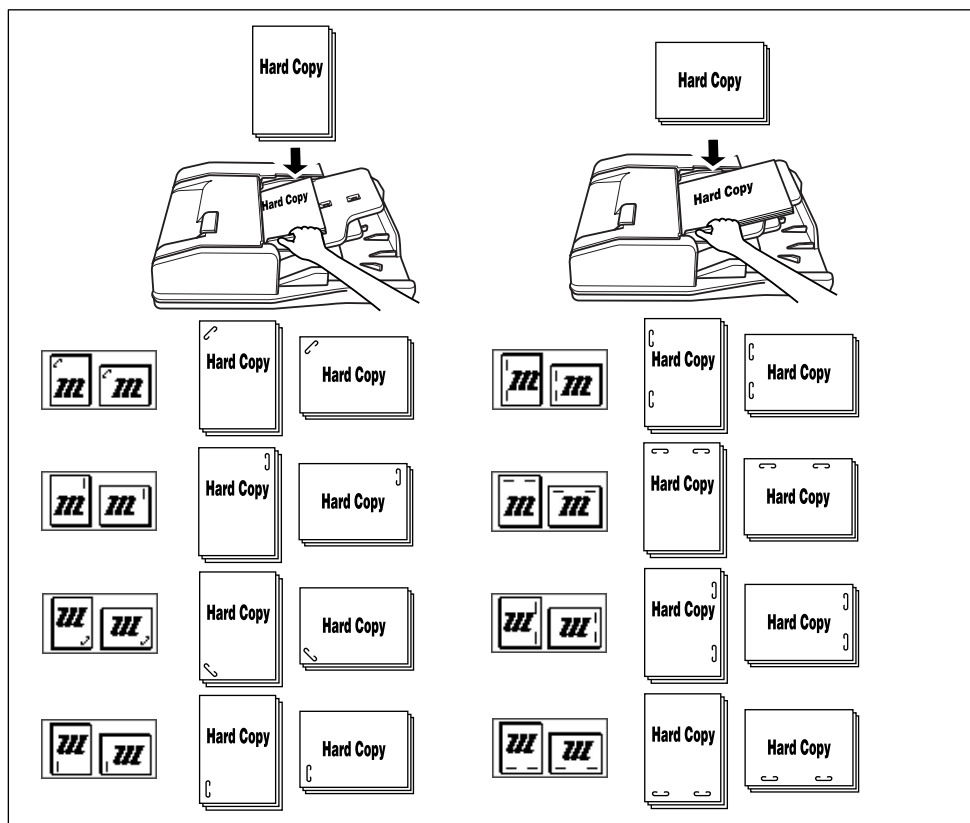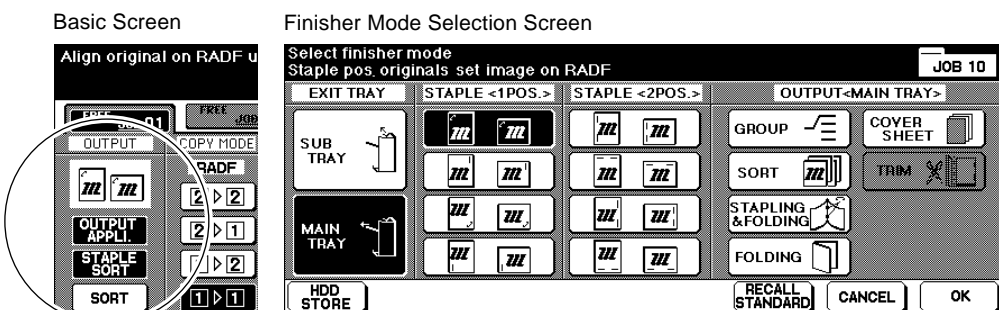
Output Modes

Staple-Sort Mode Using Primary (Main) Tray (continued)

2 Touch **OUTPUT APPLI.** on the Basic Screen to display the Finisher Mode Selection Screen.
3 Touch the desired key among the eight keys on the screen to select the staple position.
4 Touch **OK** on the Finisher Mode Selection Screen to complete the setting and return to the Basic Screen.
   The selection made in stapling position will be displayed in the OUTPUT icon area.
5 Select additional copying features, as required.
6 Enter the desired print quantity.
7 Position originals in the document feeder. When using Store mode, see p. 6-28 to p. 6-30.
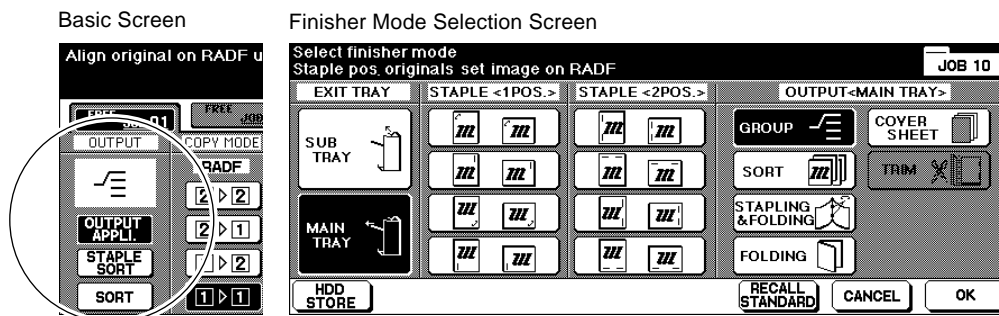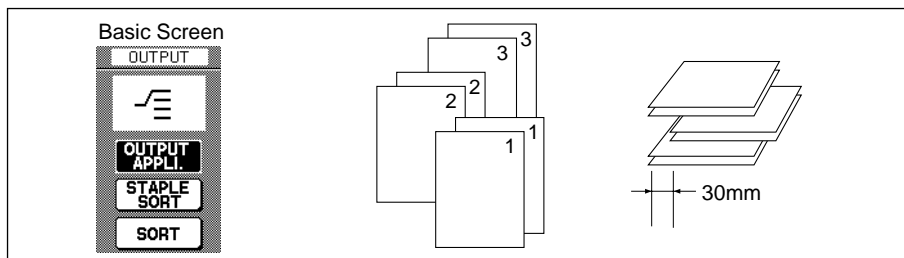8 Press [START].

⚠ **CAUTION:**

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.

Output Modes

Group Mode Using Primary (Main) Tray

Use this mode when you want to group together multiple copies of each original, and offset the sets upon exit. Grouped sets cannot be stapled.

❐ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
               (5.5"x8.5" paper is available in landscape type feeding (▢) only)
❐ Paper capacity for 20 lb: 500 sheets 5.5"x8.5"
                            3,000 sheets 8.5"x11"R, 8.5"x11"
                            1,500 sheets 11"x17", 8.5"x14"

Basic Screen

Basic Screen   Finisher Mode Selection Screen

1. Touch **OUTPUT APPLI.** on the Basic Screen to display the Finisher Mode Selection Screen.
2. Touch **GROUP**, then **OK** to complete the setting and return to the Basic Screen.
   The GROUP icon will be displayed in the OUTPUT icon area.
3. Enter the desired print quantity.
4. Position originals in the document feeder, and make copying selections as required.
   When using Store mode, see p. 6-28 to p. 6-30.
5. Press [START].

⚠ CAUTION:

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.
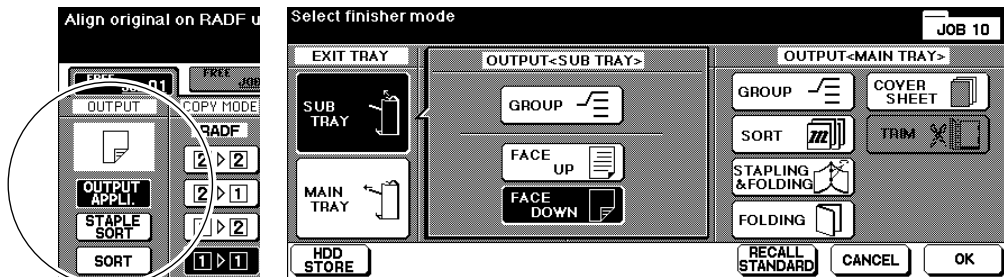
Output Modes

Output Modes Using Secondary (Sub) Tray

In addition to the Primary (main) tray, 2 Paper Tray/3 Paper Tray Finisher is equipped with a Secondary (sub) tray that can be selected on the Finisher Mode Selection Screen. The Secondary (sub) tray provides 4 types of output mode as specified below, also to be specified on the Output Mode Screen.
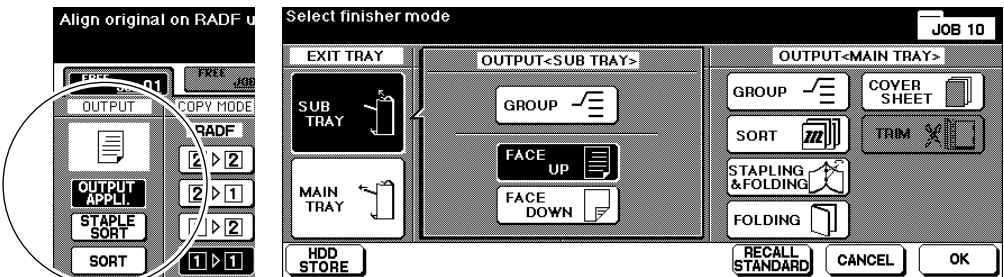
    (1) Non-sort and face down exit   (3) Group and face down exit
    (2) Non-sort and face up exit   (4) Group and face up exit

❏ Paper size: 11"x17"~5.5"x8.5"
❏ Paper weight: 16~24 lb
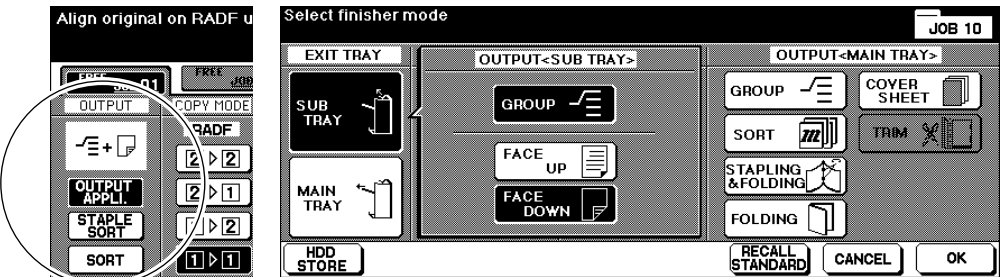❏ Paper capacity for 20 lb: 200 sheets

Non sort + Face down   Finisher Mode Selection Screen
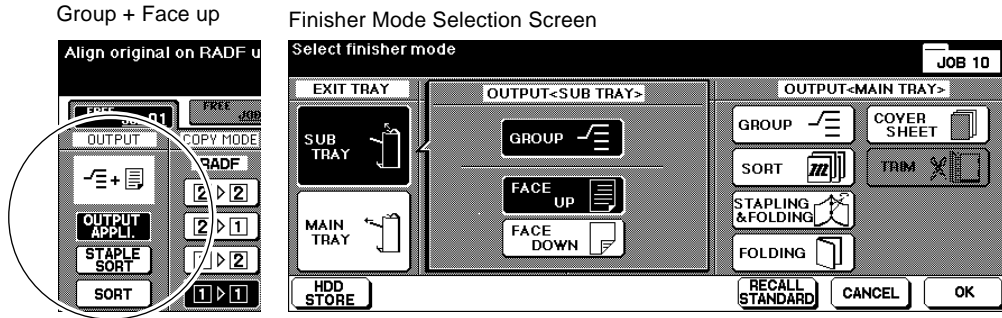

Non sort + Face up   Finisher Mode Selection Screen

Group + Face down   Finisher Mode Selection Screen

Output Modes

Output Modes Using Secondary (Sub) Tray (continued)

Group + Face up   Finisher Mode Selection Screen

1. Touch **OUTPUT APPLI.** on the Basic Screen to display the Finisher Mode Selection Screen.
2. Touch **SUB TRAY** to display the popup menu OUTPUT<SUB TRAY>.
3. Touch the desired key(s) on the popup menu to specify one of the four output modes.
   To select Non-sort and face down exit, touch **FACE DOWN**.
   To select Non-sort and face up exit, touch **FACE UP**.
   To select Group and face down exit, touch **GROUP** and **FACE DOWN**.
   To select Group and face up exit, touch **GROUP** and **FACE UP**.
4. Touch **OK** on the Finisher Mode Selection Screen to complete the setting and return to the Basic Screen.
   The selection made in output mode using secondary (sub) tray will be reflected in the OUTPUT icon area of the Basic Screen.
5. Enter the desired print quantity.
6. Position originals in the document feeder, and make copying selections as required.
   When using Store mode, see p. 6-28 to p. 6-30.
7. Press [START].

⚠ CAUTION:

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets while the paper is exiting; otherwise mishandled paper will occur.

Output Modes

Folding and Stapling & Folding Modes

The Folding and Stapling & Folding modes are available only when the 3 Paper Tray finisher option is installed. When either mode is selected, the Booklet feature is automatically selected and indicated on the Application Selection Screen.

NOTES: 1. When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection Screen.
2. When copying dark originals or using Reverse Image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be slightly shifted.

The following copy results may be expected when using Folding or Stapling & Folding Modes:

In the Folding mode, each copied set is folded and output to the Booklet tray of the finisher.

In the Stapling & Folding mode, each copied set is stapled at two positions (saddle stitched), then folded and output to the Booklet tray of the finisher.

❒ Use RADF.
❒ Max. number of folded sheets (20 lb Bond) in both modes:
   Folding: 3 sheets (less than in Staple & Folding mode because they are not cinched first)
   Stapling & Folding: 16 sheets
                        15 sheets when using thick cover paper
❒ Paper size: 11"x17", 8.5"x14", 8.5"x11"R
❒ Paper weight: 16~24 lb; Special stock (20 lb paper is recommended)
❒ Booklet tray capacity:
   When the Booklet tray capacity is exceeded, the finisher will stop operating. Select an appropriate print quantity referring to the following capacity.
   Approx. 100 sheets max.
      Folding;   33 sets max. of 3-sheet-folded booklet (33 x 3 = 99 sheets)
      Stapling & Folding;   20 sets max. of 5-sheet-folded booklet (20 x 5 = 100 sheets)
                            6 sets max. of 15-sheet-folded booklet (6 x 15 = 90 sheets)
❒ Incompatible Basic Copying Conditions with Booklet selected: APS, Sort, Staple-sort, Group, Cover sheet feeding, 1-1, 2-1, Rotation Sort, Rotation Group
❒ Incompatible Original Scanning Conditions with Booklet selected: Resolution (Very high), Mixed Original, Non STD size
❒ Incompatible Applications with Booklet selected: Sheet/Cover Insertion, Combination, Transparency Interleave, Program Job, Non-Image Area Erase, Repeat, Frame/Fold Erasure, AUTO Layout, Shift mode in Image Shift, Overlay
❒ Incompatible conditions without Booklet: Sort, Staple-sort, Group, Rotation Sort, Rotation Group, Mixed Original with APS, Transparency Interleave
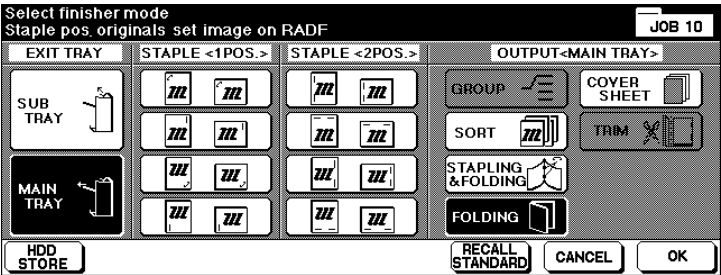
Output Modes

Folding and Stapling & Folding Modes (continued)

Folding — 3 sheets max.

Stapling & Folding — 16 sheets max. / 15 sheets max. when using thick cover paper
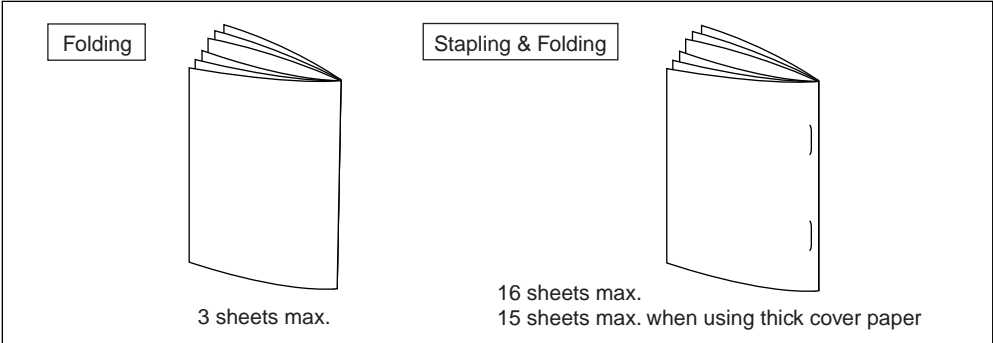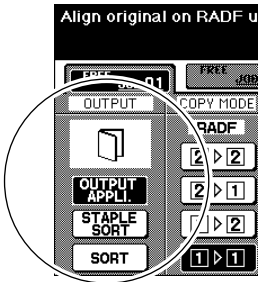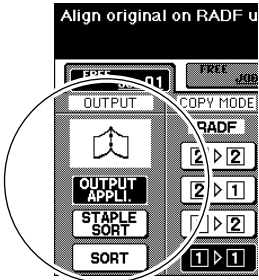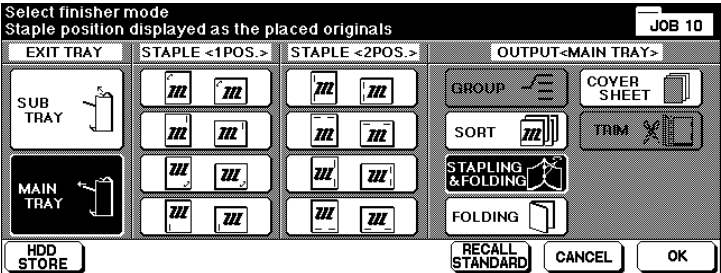
Folding

Finisher Mode Selection Screen

Stapling & Folding

Finisher Mode Selection Screen

Output Modes

Folding and Stapling & Folding Modes (continued)

1 Close the RADF securely, then press [AUTO RESET].
2 Touch **OUTPUT APPLI.** on the Basic Screen to display the Finisher Mode Selection Screen.
3 Touch **STAPLING & FOLDING** or **FOLDING**, as desired.
NOTE: Selecting **Folding** or **Stapling & Folding** will automatically switch the output tray to Booklet tray. Notice that the arrow pointing to the **MAIN TRAY** shifts to the Booklet tray.

4 Touch **OK** on the Finisher Mode Selection Screen. The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.
5 Select additional copying features, as required.
   NO COVER SHEET of Booklet is automatically selected. To change this selection, touch **APPLI.** on the Basic Screen to display the Application Selection Screen, then touch **Booklet** twice to display the Booklet Mode Selection Screen to make another selection or to release the setting.
6 Enter the desired print quantity.
7 Position originals in the document feeder. When using Store mode, see p. 6-28 to p. 6-30.

NOTE: When loading originals, heed the following limits on capacity:
   Folding mode   6 pages or less for simplex copying
                             12 pages or less for duplex copying
   Stapling & Folding mode   32 pages or less for simplex copying
                             64 pages or less for duplex copying
   Exceeding the above limits on capacity may cause trouble in the finisher.

8 Press [START].

⚠ CAUTION

When the Booklet tray capacity is exceeded, the finisher will cease operating. To avoid such trouble, select an appropriate print quantity from the specifications shown on p. 7-12.
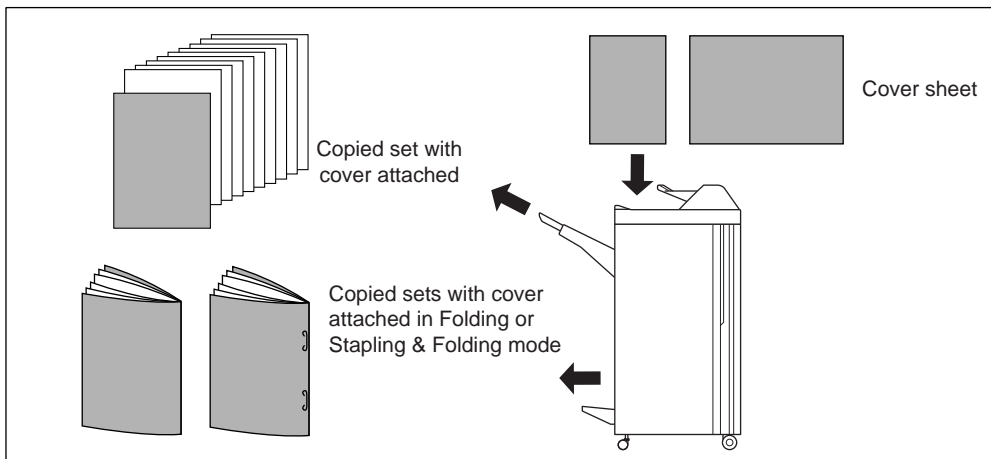
Output Modes

Cover Sheet Feeder

The Cover Sheet Feeder is available as an option on the 2 Paper Tray/3 Paper Tray finisher.
Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the Main tray; or use the sheets as booklet type covers for copied sets output to the Booklet tray in the Folding or Stapling & Folding mode.
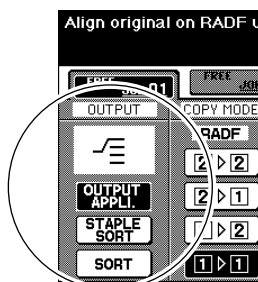
NOTES:
* Paper loaded into the cover sheet feeder cannot be copied.
* This function is incompatible with cover sheet mode (COVER WITH COPY SHEET and COVER WITH BLANK SHEET) in Booklet and Thick paper mode in Sheet/Cover Insertion.

❒ Cover paper size: 11"x17"~5.5"x8.5" (13~110 lb (200g/m^2 cover paper))
❒ Copy paper size: 11"x17"~5.5"x8.5" (20 lb paper recommended)
❒ Incompatible Basic Copying Conditions: Output to Secondary (sub) tray, Rotation Sort, Rotation Group
❒ Incompatible Original Scanning Conditions: Mixed Original with APS
❒ Incompatible Applications: Cover Sheet mode in Booklet

Copied set with cover attached

Cover sheet

Copied sets with cover attached in Folding or Stapling & Folding mode
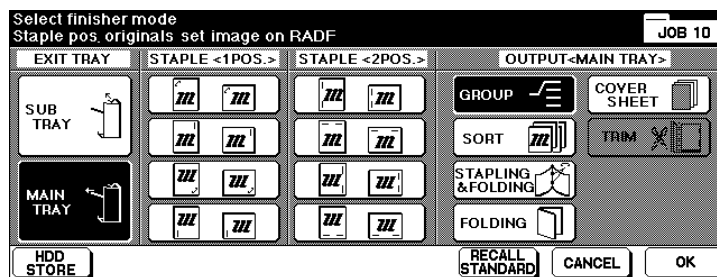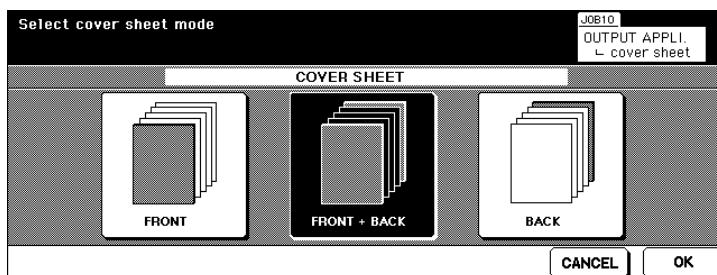
Output Modes

Cover Sheet Feeder (continued)

Basic Screen

Finisher Mode Selection Screen


Cover Sheet Insert Selection Screen

1 Close the RADF securely, then press [AUTO RESET].
2 Touch **OUTPUT APPLI.** on the Basic Screen to display the Finisher Mode Selection Screen.
3 Touch **COVER SHEET** to display the Cover Sheet Insert Selection Screen.
4 Touch **FRONT**, **FRONT+BACK**, or **BACK** to highlight it, then touch **OK** to restore the Finisher Mode Selection Screen.
5 Touch **OK** on the Finisher Mode Selection Screen. The Basic Screen will be restored.
6 Select additional copying features, as required.
7 Load the cover sheet paper into the optional cover sheet feeder of the 2 Paper Tray/3 Paper Tray finisher.
   If the paper size loaded in the cover sheet feeder is not suitable, the following messages will be displayed and copying will be unavailable.

Please load cover sheet in cover sheet feeder
Adapt paper size between cover sheet and selected paper
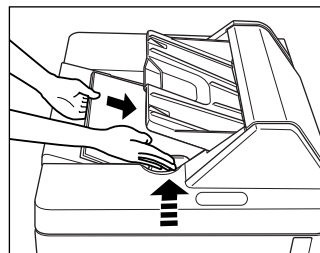
Output Modes

Cover Sheet Feeder (continued)

8 Enter the desired print quantity.
9 Position originals in the document feeder or on the platen glass.
   When using Store mode, see p. 6-28 to p. 6-30.
10 Press [START].

⚠ **CAUTION:**

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Output Modes

Manual Stapling

The Manual Stapling function is available only with the Cover Sheet Feeder option installed on the 2 Paper Tray/3 Paper Tray Finisher. To use this convenient function, simply place a set of paper to be stapled into the cover sheet feeder of the finisher, select the desired staple mode from the manual stapling operation panel located on the top of the finisher, then press the Staple Start/Stop button. The stapled set will be delivered to the Booklet tray or the Primary (main) tray according to the selected mode, as described below.
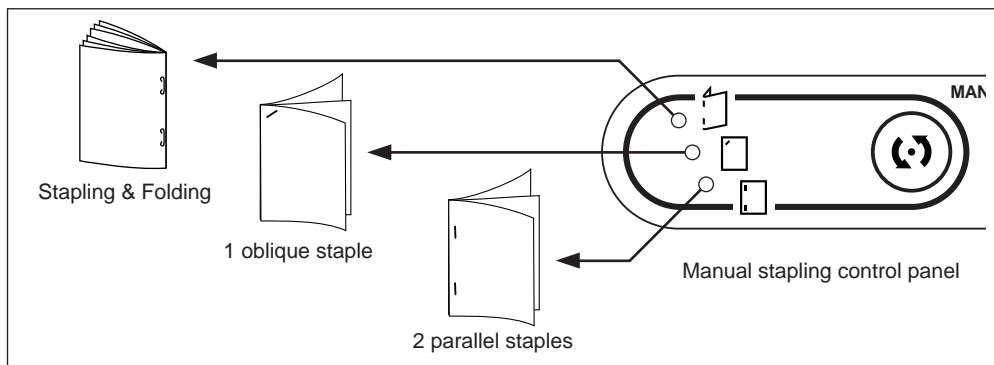
- Stapling & Folding (2 staples in the center + Folding): Booklet tray
- 1 oblique staple: Primary (main) tray
- 2 parallel staples: Primary (main) tray

Specifications for Manual Stapling & Folding mode
❐ Paper size: 11"x17", 8.5"x14", 8.5"x11"R, A4, A4R (8.27"x11.69", 210mmx297mm)
❐ Paper weight: 16~24 lb (20 lb paper is recommended)
❐ Staple capacity: 16 sheets max. (20 lb paper)
                      15 sheets max. (20 lb paper with a thick paper cover)
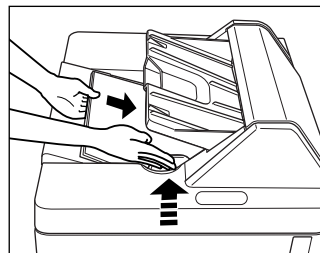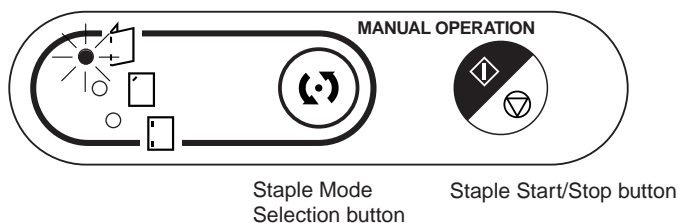❐ Output tray: Booklet tray

Specifications for Manual Stapling 1 oblique staple and 2 parallel staples
❐ Paper size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5", A4, A4R (8.27"x11.69", 210mmx297mm)
❐ Paper weight: 16~24 lb (20 lb paper is recommended)
❐ Staple capacity: 50 sheets max. (20 lb paper)
❐ Output tray: Primary (main) tray

Stapling & Folding

1 oblique staple

2 parallel staples

Manual stapling control panel

MAN

Output Modes

Manual Stapling (continued)

Staple Mode Selection button   Staple Start/Stop button

1 Place a set of paper to be stapled into the cover sheet feeder, then align the guide plate. The indicator light of Staple Start/Stop button will turn green.
   NOTE: Refer to the specifications on previous page for available paper size in each mode.
2 Press Staple Mode Selection button to select the desired staple mode.
3 Press Staple Start/Stop button.
   Stapled sheets will be delivered to the appropriate tray according to the selected staple mode.

   NOTE: If you want to stop the manual stapling operation, press the Staple Start/Stop button again. The finisher will cease operating. When using Stapling & Folding mode, the unfinished set will be left in the stacker unit inside the finisher.

⚠ **CAUTION**

When the Booklet tray capacity is exceeded, the finisher will cease operating. To avoid such trouble, select an appropriate print quantity from the specifications on p. 7-12.

⚠ **CAUTION:**

When the finisher capacity is exceeded due to the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

Output Modes

Output Mode for Machine without Finisher

This section describes five output modes for a copier without the Finisher. For the copier with Finisher installed, refer to Section 7.

- ❒ Face down non-sort exit (default)
- ❒ Face down rotation sort exit
- ❒ Face down group exit
- ❒ Face down rotation group exit

- ❒ Face up non-sort exit
- ❒ Face up rotation sort exit
- ❒ Face up group exit
- ❒ Face up rotation group exit
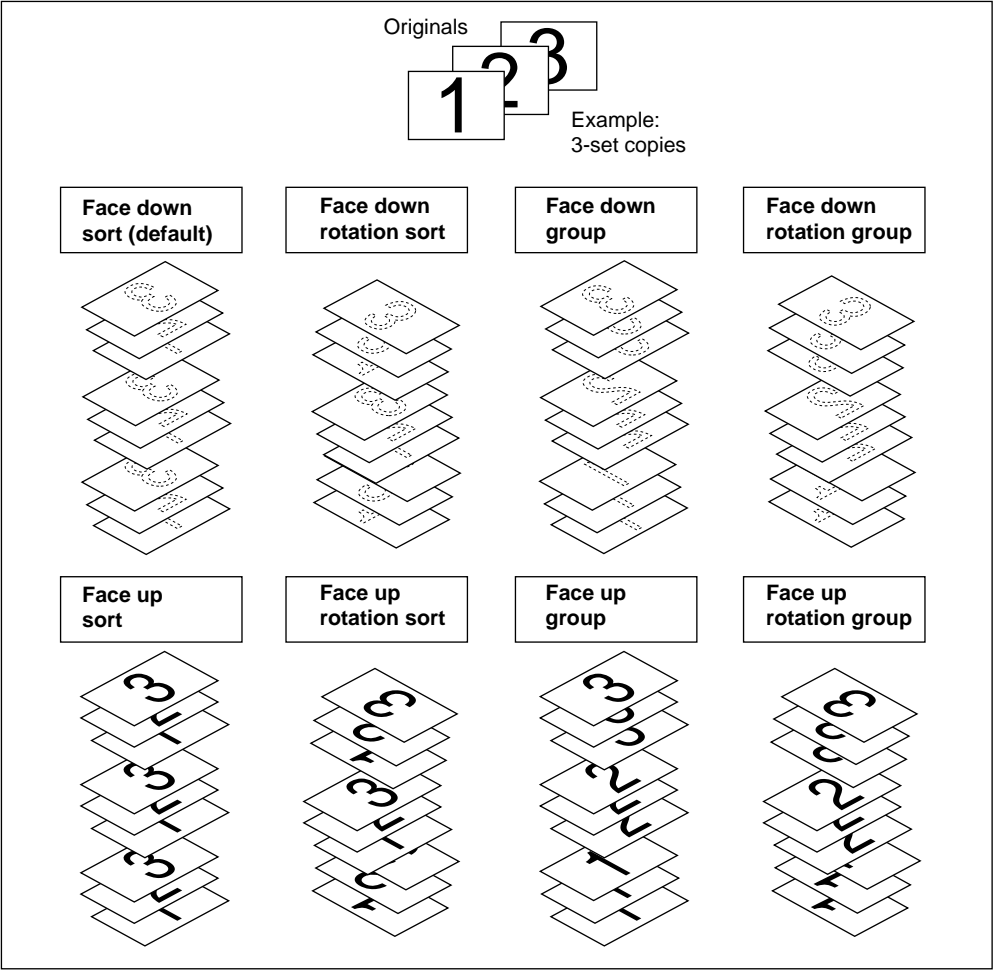
Output Modes

Output Mode for Machine without Finisher (continued)

Face Down Exit

- Non-sort mode copies the original set in amounts determined by the print quantity setting, then outputs sorted sets normally.
- Rotation sort mode rotates every other sorted sets by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation.
- Group mode copies each original page in amounts determined by the print quantity setting, then outputs grouped sets normally.
- Rotation group mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays, one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, e.g., 8.5"x11" and 8.5"x11"R.
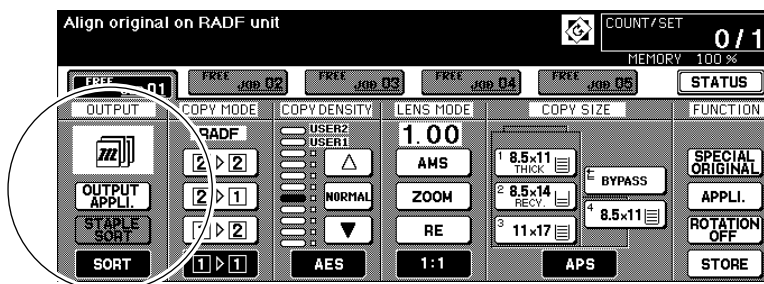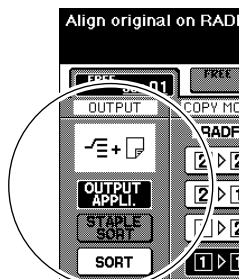
Basic Screen
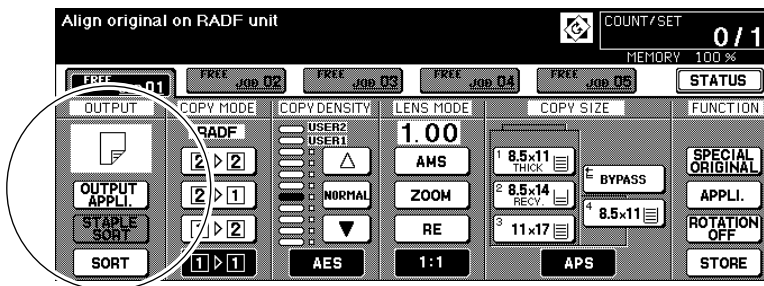
To Set Face Down Non-Sort Exit

1 Confirm that the **OUTPUT APPLI.** key is not highlighted.
   If **OUTPUT APPLI.** is highlighted, touch **OUTPUT APPLI.** to display the Output Menu Screen. Select to highlight **FACE DOWN** and deselect all the other keys, then touch **OK**.
2 Confirm that the **SORT** key is not highlighted.
   If **SORT** is highlighted, touch **SORT** to deselect it.

Output Modes

Output Mode for Machine without Finisher (continued)
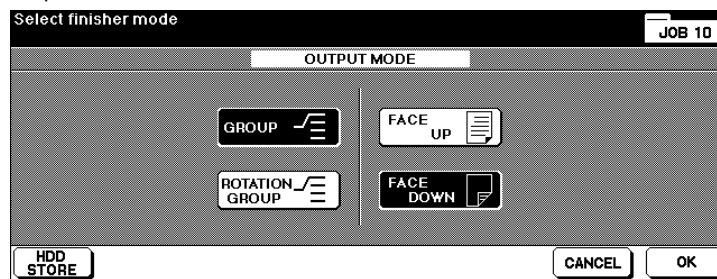
Face Down Exit (continued)

Basic Screen

To Set Face Down Rotation Sort Exit

1 Confirm that the **OUTPUT APPLI.** key is not highlighted.
   If **OUTPUT APPLI.** is highlighted, touch **OUTPUT APPLI.** to display the Output Menu
   Screen. Select to highlight **FACE DOWN** and deselect all the other keys, then touch
   OK.
2 Touch **SORT** to highlight it.
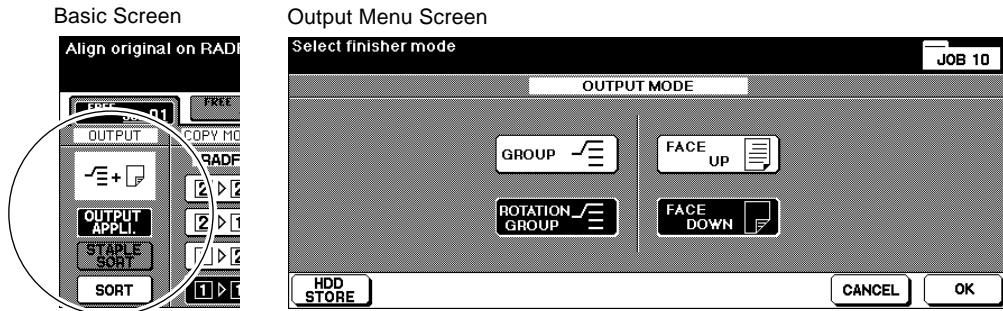
Basic Screen   Output Menu Screen

To Set Face Down Group Exit

1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Menu Screen.
2 Touch **GROUP** and **FACE DOWN** to highlight them.
3 Touch **OK** to complete the setting and return to the Basic Screen.

Output Modes

Output Mode for Machine without Finisher (continued)

Face Down Exit (continued)

Basic Screen   Output Menu Screen

To Set Face Down Rotation Group Exit

1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Menu Screen.
2 Touch **ROTATION GROUP** and **FACE DOWN** to highlight them.
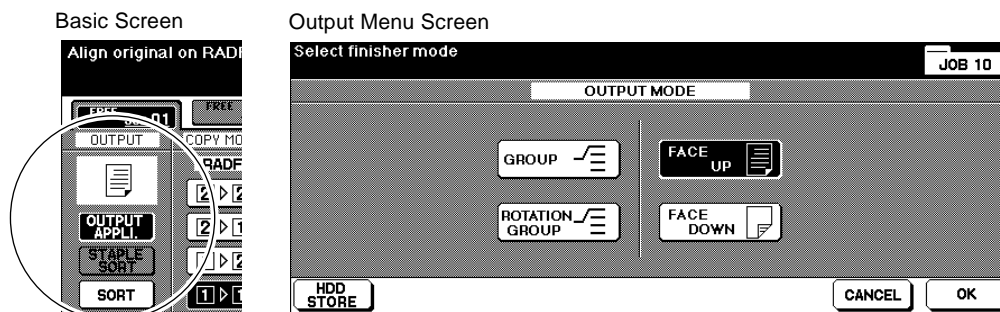3 Touch **OK** to complete the setting and return to the Basic Screen.

Output Modes

Output Mode for Machine without Finisher (continued)

Face Up Exit

Unless Face Up Exit is selected, all simplex copies and odd numbered duplex copies exit to the tray face down. When Face Up Exit is selected, all simplex copies and odd numbered duplex copies exit face up. While the Face Up Exit mode reduces the amount of paper movement, you will be required to arrange pages in the correct order, manually.

❐ Face up exit can be selected together with Non-sort, Rotation sort, Group, or Rotation group.
❐ When using the platen glass with simplex (1-1) copying, start copying from the last page first and continue in that reverse order to output the set in correct order.
❐ Incompatible: None
❐ When using the Multi-sheet bypass tray, the Face Up mode is automatically selected. To release this setting, contact your service representative.
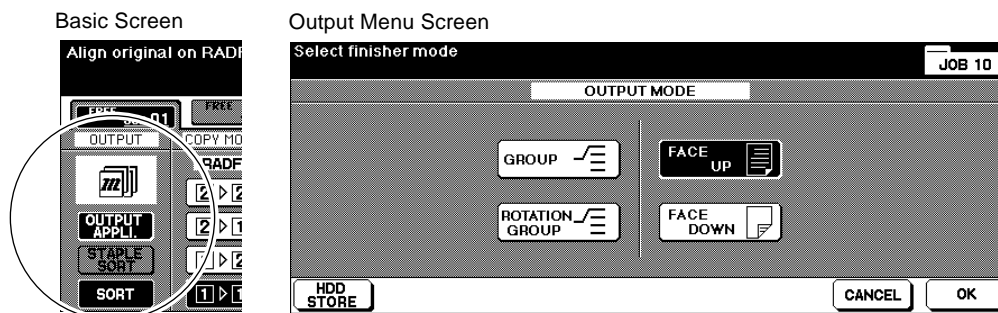
Basic Screen   Output Menu Screen

To Set Face Up Non-Sort Exit
1 Confirm that the **SORT** key is not highlighted.
  If **SORT** is highlighted, touch **SORT** to deselect it.
2 Touch **OUTPUT APPLI.** to display the Output Menu Screen.
3 Touch **FACE UP** to highlight it.
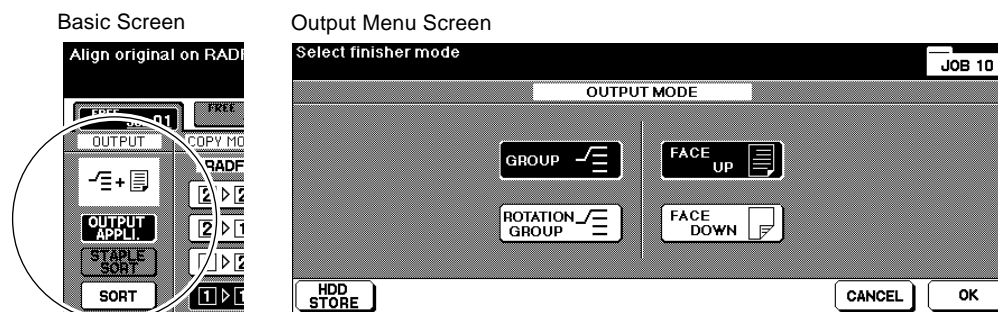4 Touch **OK** to complete the setting and return to the Basic Screen.

Output Modes

Output Mode for Machine without Finisher (continued)

Face Up Exit (continued)

Basic Screen   Output Menu Screen

To Set Face Up Rotation Sort Exit
1 Touch **OUTPUT APPLI.** to display the Output Menu Screen.
2 Touch **FACE UP** to highlight it.
3 Touch **OK** to complete the setting and return to the Basic Screen.
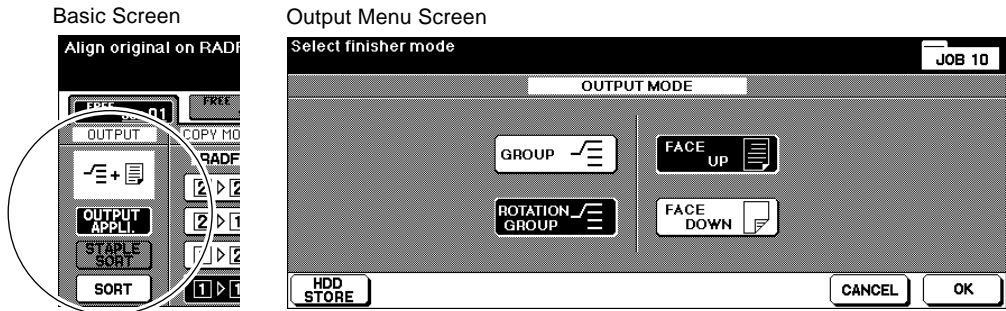4 Touch **SORT** to highlight it.

Basic Screen   Output Menu Screen

To Set Face Up Group Exit
1 Touch **OUTPUT APPLI.** to display the Output Menu Screen.
2 Touch **GROUP** and **FACE UP** to highlight them.
3 Touch **OK** to complete the setting and return to the Basic Screen.

Output Modes

Output Mode for Machine without Finisher (continued)

Face Up Exit (continued)

Basic Screen   Output Menu Screen

To Set Face Up Rotation Group Exit

1 Touch **OUTPUT APPLI.** to display the Output Menu Screen.
2 Touch **ROTATION GROUP** and **FACE UP** to highlight it.
3 Touch **OK** to complete the setting and return to the Basic Screen.

Section 8: Special Original

Special Original Screen

Resolution (Image Quality)
High Mode
Very High Mode
600 Dpi

Text/Photo Enhance

Special Original
Mixed Original
Z-Folded Original
SDF (Single Document Feed)

Original Form

Select condition to scan originals			JOB 10
IMAGE QUALITY	Text/Photo ENHANCE	SPECIAL ORIGINAL	ORIGINAL
Normal mode	AUTO	Normal mode	STD size
High mode	Increase Contrast	Mixed Original	Non STD size
Very High mode	Photo	Z-Folded original	
600 dpi	Text	SDF	
		RECALL STANDARD	CANCEL OK

Special Original

Special Original Screen

When **SPECIAL ORIGINAL** on the Basic Screen is touched, the Special Original Screen will be displayed. If one function on the menu is incompatible with another, it will appear dimmed.

The function keys initially selected for each of four sections are highlighted. Touch and highlight the desired key to change the standard setting. Some function keys display subsequent screen when touched.

When all settings are made for each function, the **OK** key can be touched to complete the settings, and return you to the Basic Screen. With the Basic Screen displayed, you can press [START] key to perform the operation.

To cancel the change before returning to the Basic Screen, touch **CANCEL**.

To recall the standard setting of the Special Originals, touch **RECALL STANDARD**.

Basic Screen
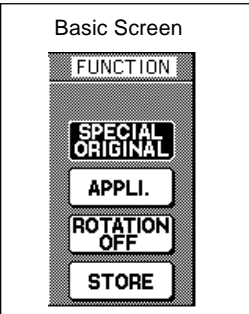
Special Original Screen

Special Original

Resolution (Image Quality)

Image quality in the normal default mode (400 dpi) is adequate for most copying needs. Special modes are available for jobs that require enhanced image quality, as for complex text or graphic images, or high quality photos, etc.
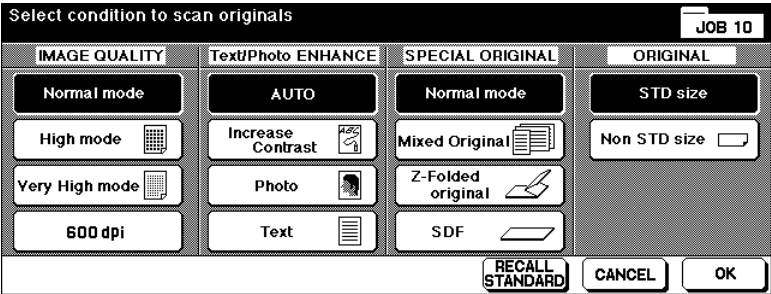
High Mode

High mode sharpens the image more than the normal mode, but uses more memory than the normal default mode. Fewer originals can be copied at one time.

❏ Incompatible Copying Conditions: None

NOTE: When using Program job function, selecting High or Very High mode in one JOB will be incompatible with 600dpi in another JOB. See p. 9-21 to p. 9-22.

Special Original Screen
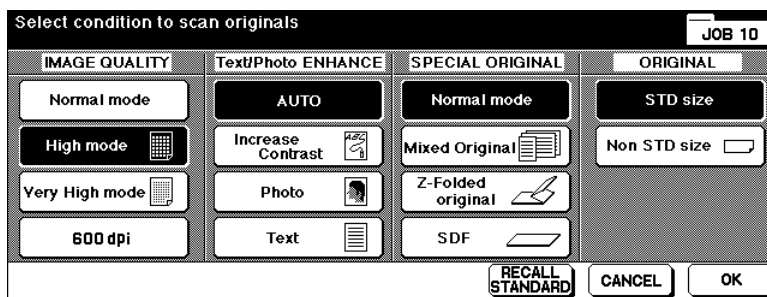
1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **High mode**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Make other compatible selections.
6 Position original(s) in the document feeder or on the platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.
7 Press [START].
   After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Special Original

Resolution (Image Quality) (continued)

Very High Mode

Very High mode is used for high quality photo output, and uses no memory.

❒ Incompatible Basic Copying Conditions: Using RADF, Sort, Staple-Sort, 1-2, 2-2, RADF Store Mode, Reserve, Proof Copy
❒ Incompatible Special Originals: Mixed Original, Z-Folded Original
❒ Incompatible Applications: Sheet/Cover insertion, Chapter, Combination, Booklet, Image insert, Repeat, Overlay

NOTE: When using Program job function, selecting High or Very High mode in one JOB will be incompatible with 600dpi in another JOB. See p. 9-21 to p. 9-22.

Special Original Screen

1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **Very High mode**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Make other compatible selections.
6 Position original(s) on the platen glass.
7 Press [START].
   After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Special Original

Resolution (Image Quality) (continued)

600 Dpi

Select 600 dpi mode to improve the resolution. This mode uses more memory than the normal default mode or the High mode.

❒ Incompatible Copying Conditions: None

NOTE: When using Program job function, selecting High or Very High mode in one JOB will be incompatible with 600dpi in another JOB. See p. 9-21 to p. 9-22.

Special Original Screen

1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **600 dpi**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Make other compatible selections.
6 Position original(s) in the document feeder or on the platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.
7 Press [START].
   After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Special Original

Text/Photo Enhance

Use this function to enhance the reproducibility of half tone and give an image closer to that of the original.

Text Mode
Use the Text mode when copying the text original. In this mode, text is improved in comparison to using the general mode.

Photo Mode
Use the Photo mode to reproduce a half-tone photo image. The copy will closely represent the half-tones of the original image.

Increase Contrast Mode
Select Increase Contrast to darken lightly printed images (e.g., pencil) without changing background exposure. In cases where the image is light and background is dark, the background will not be changed.

❒ Original/Copy paper: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
❒ Incompatible Copying Conditions: None

Special Original Screen

Special Original

Text/Photo Enhance (continued)

1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **Text**, **Photo**, or **Increase Contrast**, as required.
3 Touch **OK** to return to the Basic Screen.
4 Select additional copying features, as desired.
5 Enter print quantity.
6 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen
  glass.
  When using Platen store mode, see p. 6-28 to p. 6-29.
  When using RADF store mode, see p. 6-30.

  Option: Press [CHECK] to view the selection, and make a Proof copy, if desired; then touch **EXIT** to return
  to the Basic Screen. See p. 6-35 to p. 6-37.

7 Press [START].
  After copying is completed, press [AUTO RESET] to release the mode and reset the
  machine.

Special Original

Special Original

Mixed Original

Use the Mixed original mode with the document feeder or with Store mode to copy ledger (11"x17"), legal (8.5"x14"), letter (8.5"x11") and 5.5"x8.5"*, or legal (8.5"x14"), letter/R (8.5"x11"R and 8.5"x11") and 5.5"x8.5"* originals. Each original in the mixed set will be copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

- ❒ Use RADF.
- ❒ Platen store mode is available.
- ❒ Original paper: 11"x17", 8.5"x14", 8.5"x11" and 5.5"x8.5"* mixed (16 lb ~ 32 lb)
    8.5"x14", 8.5"x11"R, 8.5"x11" and 5.5"x8.5"* mixed (16 lb ~ 32 lb)
    * 5.5"x8.5" original is available in portrait type feeding only.
- ❒ RADF capacity: Max. 100 sheets
- ❒ APS is automatically selected (can be switched to AMS when copy size is selected on the Tray Selection Screen).
- ❒ Rotation can be used with AMS.
- ❒ Incompatible Basic Copying Conditions: Staple-Sort with APS, Rotation Sort, Folding or Stapling & Folding
- ❒ Incompatible Special Original: Resolution (Very high), Z-Folded Original, SDF, Non STD Size
- ❒ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Overlay

Special Original Screen

Special Original

Special Original (continued)

Mixed Original (continued)
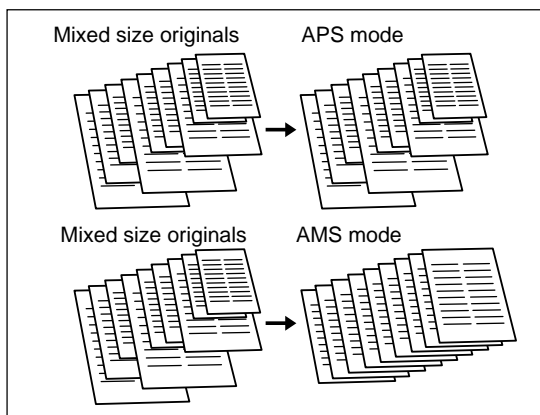
1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **Mixed Original**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and to return to the Basic Screen.
5 Select APS mode to copy each original size to a matching copy size in 1:1 mode; or select AMS mode to copy all originals to the same paper size, with a ratio selected automatically.
   APS is automatically selected.
   To select AMS, touch the tray key on the Basic Screen to select the desired copy size.
6 Enter the desired print quantity.
7 Position mixed originals FACE UP in the document feeder; 11"x17", 8.5"x14", 8.5"x11" and 5.5"x8.5" mixed, or 8.5"x14", 8.5"x11"R, 8.5"x11" and 5.5"x8.5" mixed.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.
8 Press [START].
   After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Special Original

Special Original (continued)

Z-Folded Original

Use the Z-folded original mode with the document feeder to copy Z-folded originals so as not to cause paper misfeed.

❐ Use RADF.
❐ RADF capacity: Max. 100 sheets
❐ Incompatible Basic Copying Conditions: Using platen glass
❐ Incompatible Special Original: Resolution (Very high), Mixed Original, SDF
❐ Incompatible Applications: Non-image area erase, Repeat, AUTO layout

Special Original Screen

1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **Z-Folded Original**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Make other compatible selections.
6 Position Z-folded original(s) in the document feeder.

   NOTE: Normal originals can also be loaded at the same time.

7 Press [START].
   After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Special Original

Special Original (continued)

SDF (Single Document Feed)

Use the SDF mode to copy thick originals to be fed one sheet at a time in the document feeder.

❐ Use RADF.
❐ RADF capacity: 1 sheet at a time
❐ Key operator can set the machine to automatically feed the original one second after placing the original in the document feeder (Auto Start), when the SDF mode is used together with Store mode. If the original has already been placed in the document feeder before selecting the SDF mode, the Auto Start will not function. In this case, touch **STORE** then press [START] to scan.
❐ Incompatible Basic Copying Conditions: Using platen glass, Staple-Sort, Group, Rotation Sort, Rotation Group
❐ Incompatible Special Originals: Mixed Original, Z-Folded Original, Whole Area in Non STD Size
❐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Non-Image Area Erase, Repeat except 2/4/8 Repeat, Auto Layout, Overlay

Special Original Screen

Select condition to scan originals			JOB 10
IMAGE QUALITY	**Text/Photo ENHANCE**	**SPECIAL ORIGINAL**	**ORIGINAL**
Normal mode	AUTO	Normal mode	STD size
High mode	Increase Contrast	Mixed Original	Non STD size
Very High mode	Photo	Z-Folded original	
600 dpi	Text	SDF	
		RECALL STANDARD	CANCEL OK

1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **SDF**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Make other compatible selections.
6 Position a sheet of original in the document feeder.
   IMPORTANT: BE SURE TO SET ONLY ONE ORIGINAL AT A TIME.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

7 Press [START].
   After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Special Original

Original Form

The copier usually detects the standard size of originals fed through RADF or positioned on the platen glass (STD size mode).
Use Non STD size mode to specify the scanning area manually for copying or printing special size originals.

❑ Non STD size of original: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"R, A3, B4, A4R, B5R, A4, B5, WHOLE AREA
❑ Incompatible Basic Copying Conditions: Folding or Stapling & Folding with Booklet
❑ Incompatible Special Original: Mixed Original
❑ Incompatible Applications: Combination, Booklet, Book Copy, Non-Image Area Erase, Image Shift

Special Original Screen
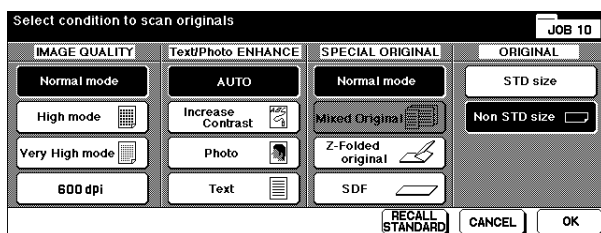
Special Original Screen (popup menu)
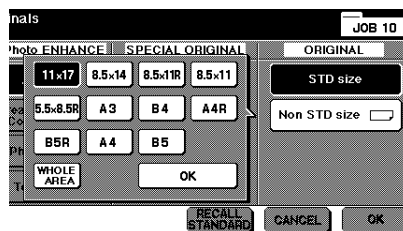
1 Touch **SPECIAL ORIGINAL** on the Basic Screen to display the Special Original Screen.
2 Touch **Non STD Size**.
3 Touch the desired size key.
   When selecting **WHOLE AREA**, the copier scans the whole area of the platen glass and copies with the paper size or magnification ratio currently selected.
4 Touch **OK** on the popup menu of the size keys.
5 Touch **OK** on the Special Original Screen to complete the setting and return to the Basic Screen.
6 Make other compatible selections.
7 Position original(s) FACE UP in the document feeder, or FACE DOWN on the platen glass.
8 Press [START].
   After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Section 9 : Applications

Applications

Application Function Menu

When **APPLI.** key on the Basic Screen is touched, the Application Selection Screen displays on the touch panel. If one function on the menu is incompatible with another, it will appear dimmed. The function always dimmed on the screen is now under development.

When a function key is touched, it becomes highlighted. If you touch a function key, another screen or two will display to enable you to enter the appropriate settings. For example, you may select Repeat from the Application Selection Screen and then choose a desired repeat image mode, another screen will display when you touch **ENTER REPEAT WIDTH BY KEYPAD**, which allows you to specify the repeat width using the touch screen keypad.

When all settings are made for each function, the **OK** key can be touched to complete the settings, and return you to the Application Selection Screen. If no other Applications are desired, the **OK** key can be touched again to complete your selections, and bring you back to the Basic Screen. With the Basic Screen displayed, you can press the [START] key to perform the operation.

To restore the original copying conditions, touch **CANCEL**.

To clear all Application settings, touch **ALL CLEAR**.
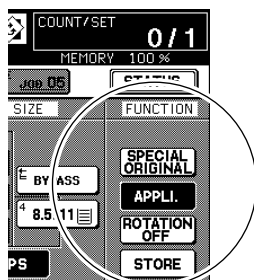
Basic Screen   Application Selection Screen
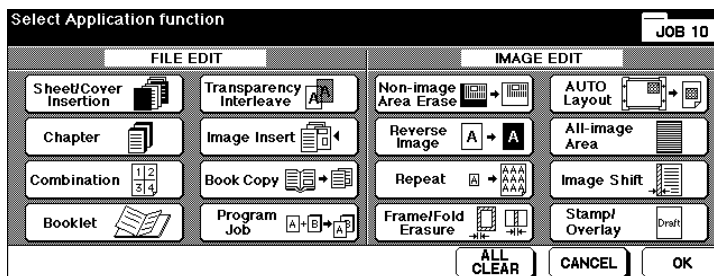
NOTES:
1 The **APPLI.** key on the Basic Screen will be highlighted when application selections have been made.
2 When incompatible selections are made, the last key touched will be selected.
3 To cancel individual functions in application mode, touch the highlighted key.
  To cancel all application selections, touch **ALL CLEAR** key on the Application Selection Screen.

Applications

Sheet/Cover Insertion

Use Sheet/Cover Insertion in copy mode or blank mode to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

Specifications for Sheet/Cover Insertion
❐ Scan and store originals into memory, then print all the pages collectively.
❐ Max. insert sheets: 30 locations, from 1~250, including front and back covers
❐ Original paper: 11"x17", 8.5"x14", 8.5"x11", 13 lb ~ 34 lb
❐ AMS Automatic Magnification Selection: Functions when a different copy size is selected.
❐ Incompatible Basic Copying Conditions: APS, Group, Folding/Stapling & Folding with Booklet, Rotation Sort, Rotation Group
❐ Incompatible Special Originals: Resolution (Very high), Mixed Original, SDF
❐ Incompatible Applications: Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Overlay

Sheet/Cover Insertion Screen

Applications

Sheet/Cover Insertion (continued)

Insertion Mode
This mode is classified as Copy insertion and Blank insertion. The Copy insertion mode copies and inserts plain or colored sheets at locations designated in the page setting area of the Sheet/Cover Insertion Screen. The Blank insertion mode inserts non copied (plain or colored) sheets.
The tray source for insertions can be selected and displayed on the Sheet/Cover Insertion Screen.

Front Cover Mode
This mode is classified as Front copy and Front blank. The Front copy mode copies and inserts a plain or colored sheet into the finished set, as a Front cover. The Front blank mode inserts a non copied plain or colored sheet into the finished set, as a Front cover. When either Front copy or Front blank is selected, the corresponding icon will appear on the upper-left corner key in the page setting area of the Sheet/Cover Insertion Screen. The tray source will be the same as that for back cover, and can be selected and displayed on the Sheet/Cover Insertion Screen.

Back Cover Mode
This mode is classified as Back copy and Back blank. The Back copy mode copies and inserts a plain or colored sheet into the finished set, as a Back cover. The Back blank mode inserts a non copied plain or colored sheet into the finished set, as a Back cover. When either Back copy or Back blank is selected, its icon will appear as the last (fixed) key, with one active blank key preceding it in the page setting area of the Sheet/Cover Insertion Screen.
The tray source will be the same as that for front cover, and can be selected and displayed on the Sheet/Cover Insertion Screen.

The insertion type can be selected separately for front cover, back cover, and insertion sheets. This allows multiple combinations, such as blank front cover and copied insertions. See the following illustration for details.

Applications

Sheet/Cover Insertion (continued)

Basic Functions

Originals → Copies
FRONT COVER COPIED

Originals → Copies
FRONT COVER BLANK

Originals → Copies
BACK COVER COPIED

Originals → Copies
BACK COVER BLANK

Originals → Copies
COPY SHEET INSERTION

Originals → Copies
BLANK SHEET INSERTION

Combination samples

Originals → Copies
FRONT & BACK COVERS COPIED

Originals → Copies
FRONT & BACK COVERS BLANK

Originals → Copies
FRONT & BACK COVERS COPIED,
AND COPY SHEET INSERTION

Originals → Copies
FRONT & BACK COVERS BLANK,
AND BLANK SHEET INSERTION

Applications

Sheet/Cover Insertion (continued)

Application Selection Screen
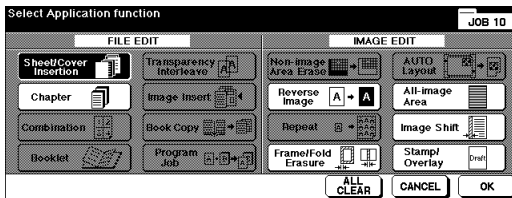
Sheet/Cover Insertion Screen
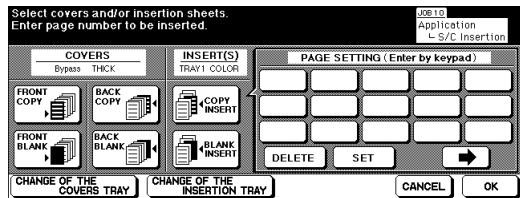
Sheet/Cover Insertion Screen
(with FRONT COPY, BACK BLANK and COPY INSERT selected)
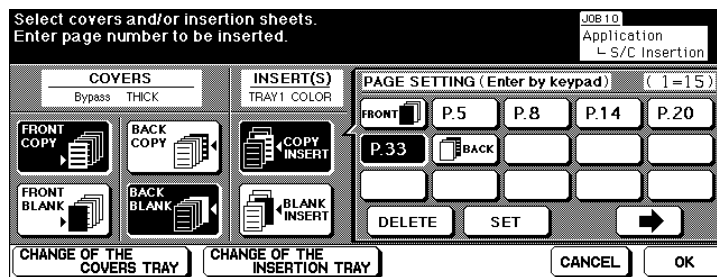
Max. insertion locations: 30

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Sheet/Cover Insertion** to display the Sheet/Cover Insertion Screen.
3 Select Front Cover Insertion, if desired.
   Touch **FRONT COPY** to insert a copied front cover, or **FRONT BLANK** to insert a blank front cover.
   Proceed to step 4 to select Back Cover Insertion, if desired.
   Proceed to step 5 to select Sheet Insertion, if desired.
4 Select Back Cover Insertion.
   Touch **BACK COPY** to insert a copied back cover, or **BACK BLANK** to insert a blank back cover.
   Return to step 3 to select Front Cover Insertion, if desired.
   Proceed to step 5 to select Sheet Insertion, if desired.
5 Select Sheet Insertion.
   Touch **COPY INSERTION** to insert copied sheets, or **BLANK INSERTION** to insert blank sheets.
   Return to step 3 to select Front Cover Insertion, if desired.
   Return to step 4 to select Back Cover Insertion, if desired.

Applications

Sheet/Cover Insertion (continued)

6 The page setting area of the Sheet/Cover Insertion Screen displays 15 keys to designate each insertion location.
The first (upper left) key displays the Front Cover icon if selected. The Back Cover icon appears, if selected, as the last (fixed) key, with one active blank key preceding it. (See the previous page.)
Use the control panel keypad to enter the page number of each insertion location.
Touch **SET** after each entry to move to the next key.
Example: If p. 4 is entered in blank mode, a blank sheet will be inserted between p. 4 and p. 5; in copy mode, a copied sheet is inserted at p. 4.
To clear an incorrect entry, touch **DELETE** or press [C] (CLEAR QTY.). The insertion location will be deleted.
When setting more than 15 locations, touch the arrow key to move to the next page.
NOTES:
1 The page numbers entered at random will be sorted automatically.
2 The same page number will be ignored, if entered for the second time.

7 The tray sources for covers and insertions currently selected are displayed on the Sheet/Cover Insertion Screen.
Touch **CHANGE OF THE COVERS TRAY** or **CHANGE OF THE INSERTION TRAY** to select another tray, if desired. Every touching the key shifts the selection in the display that includes paper type, if specified in Key operator mode.
When all settings are completed, touch **OK** to return to the Application Selection Screen.

8 Select additional copying features, as desired.

9 Touch **OK** to complete the setting and return to the Basic Screen.

10 Enter the desired print quantity.

11 Position originals FACE UP in the document feeder.
When using Platen store mode, see p. 6-28 to p. 6-29.
When using RADF store mode, see p. 6-30.

Option: Press [CHECK] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

12 Press [START].
After copying is completed, touch **Sheet/Cover Insertion** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

Chapter

Chapter is used with RADF in 1-2 or 2-2 mode for the purpose of locating title pages on the right side, rather than reverse side, of a duplex copy.

To effectively locate the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

❒ Title pages: Max. 30 from 1 ~ 999
❒ Copy mode: 1-2 mode is automatically selected. (2-2 mode can be selected.)
❒ Use document feeder (RADF).
   Store mode is also available; in this case use platen glass or RADF.
❒ Incompatible Basic Copying Conditions: 1-1, 2-1, Group, Rotation Sort, Rotation Group, Face Up
❒ Incompatible Special Originals: Resolution (High, Very high), Mixed Original, SDF
❒ Incompatible Applications: Combination, Transparency Interleave, Image Insert, Program Job, Non-Image Area Erase, Repeat
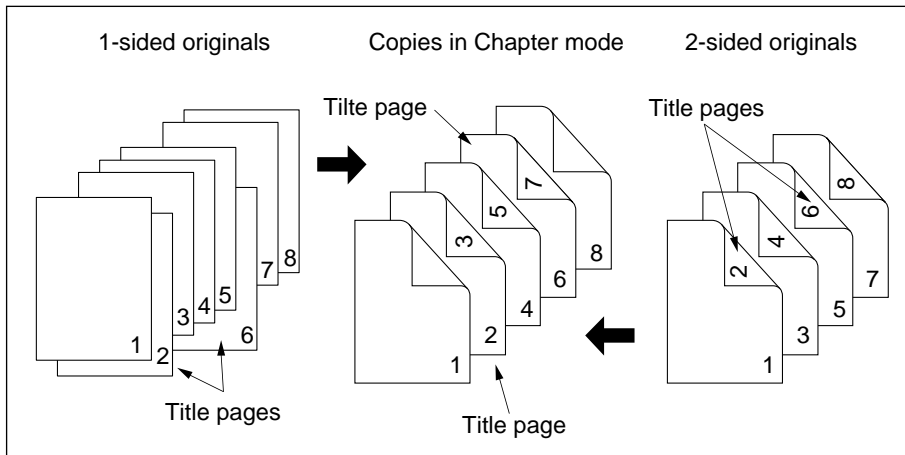
Application Selection Screen
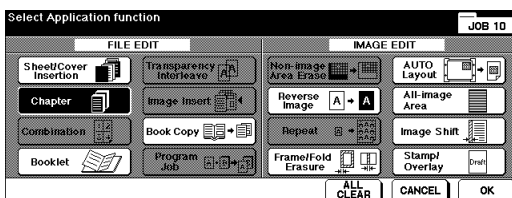
Chapter Insertion Setting No. Screen
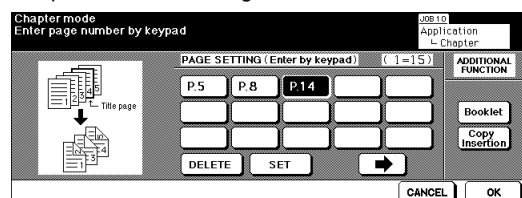
Applications

Chapter (continued)

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Chapter**. The Chapter Insertion Setting No. Screen will be displayed. The 1-2 copy mode is automatically selected.
3 Use the keypad on the control panel to enter the page number of each title page.
4 Touch **SET**.
   To clear an incorrect entry, touch **DELETE** or press [C] (CLEAR QTY.). The insertion location will be deleted.
   To enter the correct page number, touch **SET** and use keypad.
5 Repeat this for each title page number you want to appear on the right hand side.
   When setting more than 15 locations, touch the arrow key to move to the next page.
   Be sure to touch **SET** after each page number entry, up to a total of 30 entries.

   Option: Touch **Booklet** on the Chapter Insertion Setting No. Screen to use this function. To change the selection of paper tray for copying title pages, touch **Copy Insertion** on the screen. In this case, you can touch **CHANGE OF THE INSERTION TRAY** to change the currently selected paper tray displayed on the screen.

6 When all entries are made, touch **OK** to return to the Application Selection Screen.
7 Select additional copying features, as desired.
8 Touch **OK** to complete the setting and return to the Basic Screen.
9 Enter the desired print quantity.
10 Position originals FACE UP on the document feeder. 100 originals can be set.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

11 Press [START].
   After copying is completed, touch **Chapter** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

NOTES:
1 Entering "0" or the same page number twice will be ignored on the screen.
2 Chapter insertions occur in sequence even if original page numbers are entered out of sequence.
3 When a page number is larger that the total original page count, insertion occurs as the last page of the document.
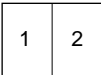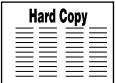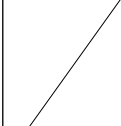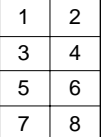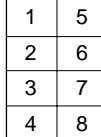
Applications

Combination

Use this function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

Combination Specifications
❒ Scan and store originals into memory.
❒ Use RADF.
  Store mode is also available; in this case use platen glass or RADF.
❒ AMS is automatically selected.
❒ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
❒ Incompatible Basic Copying Conditions: APS, Group, Rotation Sort, Rotation Group, Folding or Stapling & Folding with Booklet
❒ Incompatible Special Originals: Resolution (Very high), Mixed Original, SDF
❒ Incompatible Applications: Sheet/Cover Insertion, Chapter, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Repeat, Stamp, Overlay

Layout / Original	Horizontal order			Vertical order	
	2 in 1	4 in 1	8 in 1	4 in 1	8 in 1
Portrait type — Hard Copy	1 2	1 2 / 3 4	1 2 3 4 / 5 6 7 8	1 3 / 2 4	1 3 5 7 / 2 4 6 8
Landscape type — Hard Copy		1 2 / 3 4	1 2 / 3 4 / 5 6 / 7 8	1 3 / 2 4	1 5 / 2 6 / 3 7 / 4 8

Application Selection Screen
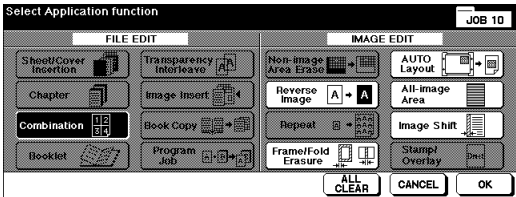
Combination Mode Selection Screen
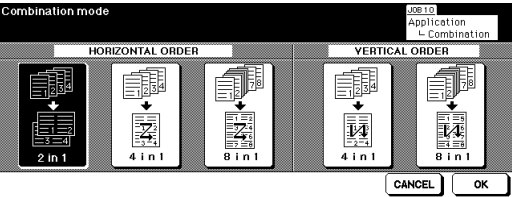
Applications

Combination (continued)

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Combination** to display the Combination Mode Selection Screen.
3 Touch **2 in 1**, **4 in 1**, or **8 in 1** in the desired order area, referring to the illustration on the previous page.
4 Touch **OK** to return to the Application Selection Screen.
5 Select additional copying features, as desired.
6 Touch **OK** to complete the setting and return to the Basic Screen.
7 AMS is automatically selected. When selecting any tray other than the one that is set and displayed on the Basic Screen, touch the desired tray key.
8 Enter the desired print quantity.
9 Place original(s) FACE UP in the document feeder.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

10 Press [START].
   After copying is completed, touch **Combination** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

Booklet

Use the Booklet to make a multiple page signature booklet on both sides of ledger, legal, or 8.5"x11"R paper from any tray unless it is specified as Thick 2 or TAB of the paper type in the Key operator mode. Original images are scanned into memory and automatically arranged in booklet format in correct order.

❏ Scan and store original into memory, then print all the pages collectively.
❏ Store up to 1500 pages in memory unless memory overflow occurs.
❏ Use RADF.
  Store mode is also available; in this case use platen glass or RADF.
❏ AMS is automatically selected.
❏ Copy mode: 1-2 or 2-2 mode only.
❏ Folding/Stapling & Folding output mode is available when copier is equipped with 3 Paper Tray.
❏ Original size: One-sided or two-sided letter sheets (8.5"x11").
❏ Copy size: 11"x17", 8.5"x14", 8.5"x11"R
❏ Incompatible Basic Copying Conditions: APS, Group, Rotation Sort, Face Up, 1-1, 2-1, Cover sheet feeder with Cover mode in Booklet
❏ Incompatible Special Originals: Resolution (Very high), Mixed Original, SDF
❏ Incompatible Applications: Sheet/Cover Insertion, Combination, Transparency Interleave, Program Job, Non-Image Area Erase, Repeat
❏ Key operator can specify the position of page numbering of Stamp
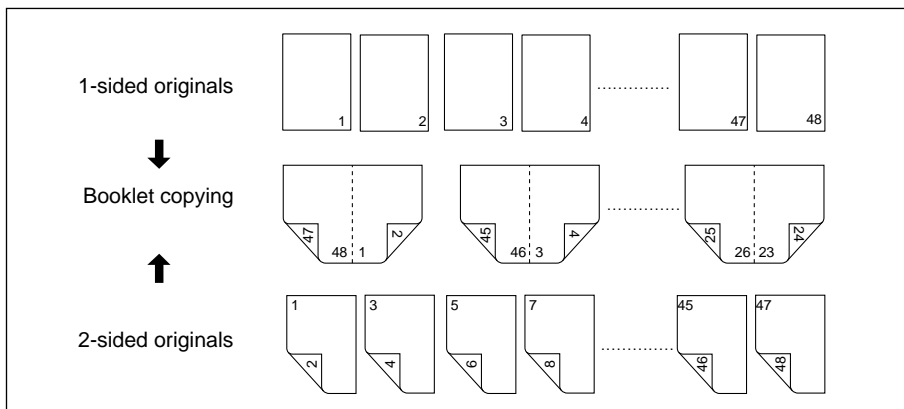
Application Selection Screen
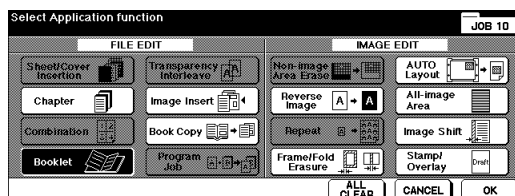
Booklet Mode Selection Screen
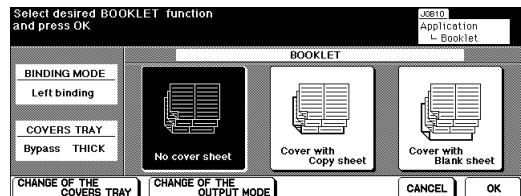
Applications

Booklet (continued)

1 Load 11"x17" or 8.5"x11"R copy paper in a tray. When selecting cover sheet mode (**COVER WITH COPY SHEET** or **COVER WITH BLANK SHEET**), load the same size paper in any other tray unless it is specified as Thick 2 or TAB of the paper type in the Key operator mode.
2 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
3 Touch **Booklet** to enter the Booklet Mode Selection Screen.
4 Touch **NO COVER SHEET**, **COVER WITH COPY SHEET**, or **COVER WITH BLANK SHEET**, as required. When a cover sheet is required, touch **CHANGE OF THE COVERS TRAY** to select the cover sheet tray source.
   Touch **CHANGE OF THE OUTPUT MODE** if you want to change the binding mode.
5 Touch **OK**.
6 Select additional copying features, as desired.
   • When using the Reduce & shift mode or Page space function of Image shift, make the binding area in the center of copies.
   • Key operator can set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp. See p. 13-40 to p. 13-45.
7 Touch **OK** on the Application Selection Screen to complete the selections and return to the Basic Screen.
8 Select the **1-2** or **2-2** copy mode.
9 AMS is selected automatically.
   When selecting any tray other than the tray that is set and displayed on the Basic Screen, touch the desired tray key, then touch **OK**. To release AMS, select the desired magnification, then select copy size.
10 If the copier is equipped with 3 Paper Tray Finisher, Folding/Stapling & Folding output mode is available. Follow the procedure below.
  (1) Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Menu Screen, then touch **MAIN TRAY** to highlight it.
       Touch **Stapling & Folding** or **Folding**, as desired.

NOTE: Selecting **Folding** or **Stapling & Folding** will automatically switch the output tray to Booklet tray.
       Notice that the arrow pointing to the **MAIN TRAY** shifts to the Booklet tray.

Output Menu Screen
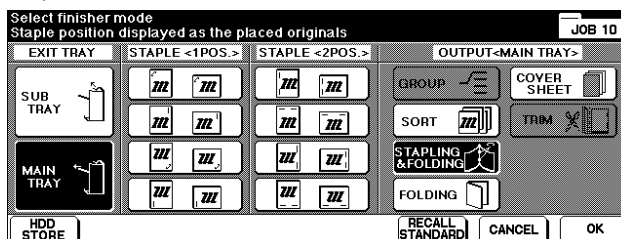
Applications

Booklet (continued)

   (2) Touch **OK** on the Output Menu Screen. The Basic Screen will be restored with the **OUTPUT APPLI.** highlighted.

11 Enter the desired print quantity.

12 Position letter-size originals FACE UP in portrait orientation (☐) onto the document feeder.

   When using Platen store mode, see p. 6-28 to p. 6-29.

   When using RADF store mode, see p. 6-30.

   NOTE: When loading originals, heed the following limits on capacity:

Folding mode	6 pages or less for simplex copying
	12 pages or less for duplex copying
Stapling &Folding mode	32 pages or less for simplex copying
	64 pages or less for duplex copying

      Exceeding the above limits on capacity may cause trouble in the finisher.

   Option: Press [CHECK] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

13 Press [START].

   After copying is completed, touch **Booklet** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

⚠ **CAUTION**

The roller drive unit is located inside the Booklet tray of the finisher. DO NOT put your hand into the roller drive unit when removing folded or stapled & folded sheets; otherwise, you may be injured.

Applications

Transparency Interleave

Use the Transparency interleave function in 1-1 or 2-1 mode to copy onto overhead projection transparencies, and output a blank or copied interleaf sheet with each copied transparency.
In the blank mode, a blank interleaf sheet is output with each transparency to keep the film material from sticking together.
In the copy mode, a copied interleaf sheet is output with each transparency to provide reference during a presentation; a medium for photocopying; and a set for filing or inserting into a binder.

❐ AMS is automatically selected.
❐ Transparency source: Multi-sheet bypass tray
❐ Multi-sheet bypass tray capacity: 1 transparency sheet
❐ Transparency size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11"
❐ Interleaving paper source: Tray 1, 2, 3, or 4
❐ Interleaving paper size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11"
❐ Number of originals/number of copies: 1
❐ Incompatible Basic Copying Conditions: APS, 1-2, 2-2, Staple-Sort, Sort, Group, Rotation Sort, Rotation Group, Folding, Stapling & Folding, Using Cover sheet feeder
❐ Incompatible Special Originals: Mixed Original
❐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Program Job, Repeat, Overlay

| Original | Blank sheet Interleaving | Copy sheet Interleaving |
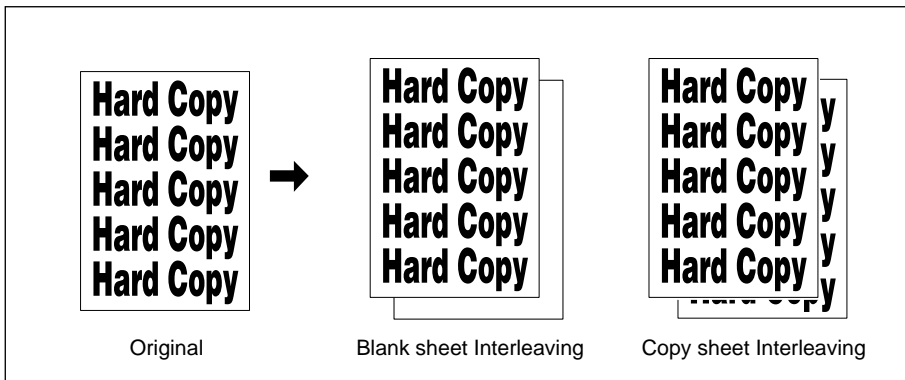
Applications

Transparency Interleave (continued)

Application Selection Screen
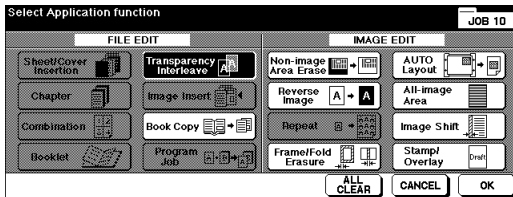
Transparency Interleave Screen
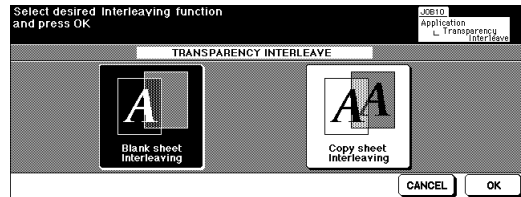
1 Load copy paper in tray 1, 2, 3, or 4 to match the size of transparencies.
2 Open the Multi-sheet bypass tray. Insert one transparency at a time into the Multi-sheet bypass tray, and adjust the paper guides.
   IMPORTANT: DO NOT LOAD TRANSPARENCIES INTO ANY OTHER TRAY.
3 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
4 Touch **Transparency Interleave** to display the Transparency Interleave Screen.
5 Touch **Blank sheet Interleaving** or **Copy sheet Interleaving**, unless it is already highlighted.
6 Touch **OK**.
7 Make additional Application selections, or touch **OK** to return to the Basic Screen.
8 Print quantity is already set to 1. Not available to enter any other number.
9 Place original FACE UP in the document feeder or FACE DOWN on the platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

10 Press [START].
   After copying is completed, touch **Transparency Interleave** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

Image Insert

Use the Image insert mode to combine images scanned from the platen glass, such as photos, paste-ups, newspaper articles, graphs, etc., with images scanned from the document feeder. Then, output the combined images as a finished set.
The selected copy paper size is determined by the size of originals loaded in the document feeder.

❐ All images are stored in memory.
❐ Max. image insert: 30 locations
❐ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
❐ Incompatible Basic Copying Conditions: Group, Rotation Sort, Rotation Group
❐ Incompatible Special Originals: Mixed Original, Resolution (Very high), SDF
❐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Transparency Interleave, Book Copy, Program Job, Non-Image Area Erase, Repeat, AUTO Layout, Overlay

Application Selection Screen
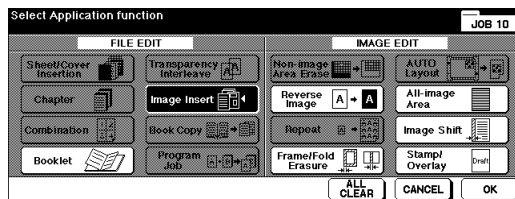
Image Insertion No. Setting Screen
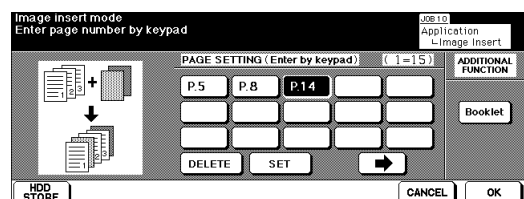
Applications

Image Insert (continued)

1 Review pages to be scanned from the document feeder, and note the page number locations for inserting images scanned from the platen glass.
To insert more than one sheet at the same location, enter the page number repeatedly. For example, if insertion locations are [2/2/6], scanned platen images will be inserted as follows:
- The first scanned platen image will be inserted after page 2.
- The second scanned platen image will be inserted directly after the first scanned Image insertion.
- The third scanned platen image will be inserted after page 6.
2 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
3 Touch **Image Insert** to display the Image Insertion No. Setting Screen.
4 Use the keypad to enter the page numbers for up to 30 insertion locations, touching **SET** after each entry.
- When a page number is larger than the total original count, a sheet is inserted as the last page.
- Insertions occur in sequence, even if page numbers are entered out of sequence.
- To clear an incorrect entry, touch **DELETE** or [C (CLEAR QTY.)], then enter the correct page number.
- When setting more than 15 locations, touch the arrow key to move to the next page.
  Option: Touch **Booklet** on the Image Insertion Setting No. Screen to use this function.
5 When all page number entries are made, touch **OK**. The Application Selection Screen will be restored.
6 Select additional copying features, as desired.
7 Touch **OK** to complete the setting and return to the Basic Screen. The Store mode is automatically selected.
8 Scan the document feeder images.
   (1) Position originals FACE UP in the document feeder.
   (2) Press [START] to scan originals.
9 Enter the desired print quantity.
10 Scan the platen glass images.
   (1) Open the document feeder.
   (2) Position an original FACE DOWN on the platen glass, then close the document feeder.
   IMPORTANT: PLACE AND SCAN THE ORIGINALS ACCORDING TO PAGINATION.
   (3) Press [START] to scan the original.
   (4) Remove the original, and repeat for each original.
      Be sure to press [START] for each original.
      Option: Press [CHECK] to view the selection, and make a Proof copy if desired; then **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.
11 Start printing.
   (1) Touch **STORE** to deselect it.
   (2) Press [START].
   After copying is completed, touch **Image Insert** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.
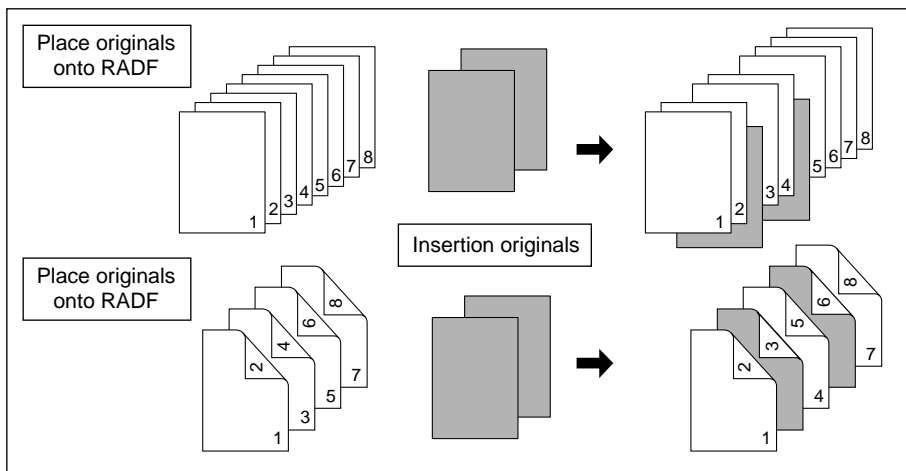
Applications

Book Copy

Use this function to copy an open book or a ledger sheet onto two 8.5"x11" sheets in 1-1 mode, or onto the front and back sides of one 8.5"x11" sheet in 1-2 mode. If you select another copy size, image division will perform incorrectly.

The following three modes can be selected from the Book Copy Screen.

1 Full Scan mode: Image division starts from the first scan.
2 Front Cover + Full Scan mode: Image division starts from the second scan, after the first scan copies normally.
3 Front/Back Cover + Full Scan mode: Image division starts from the third scan, after the first and second scan copy normally.

❐ Scan and store originals into memory, then print all pages collectively.
❐ Original size: Max. 11"x17" (ledger) sheet or open book
❐ Copy paper size: 8.5"x11" (letter)
❐ Incompatible Basic Copying Conditions: APS, AMS, Rotation Sort, Rotation Group, Folding or Stapling & Foldings
❐ Incompatible Special Originals: Mixed Original
❐ Incompatible Applications: Sheet/Cover Insertion, Combination, Image Insert, Program Job, Repeat, Reduce & Shift in Image Shift, Overlay

Application Selection Screen
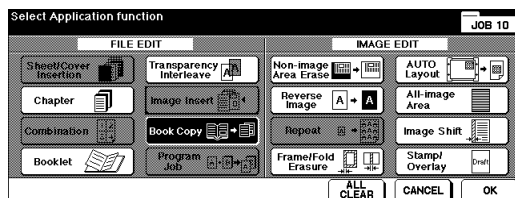
Book Copy Screen
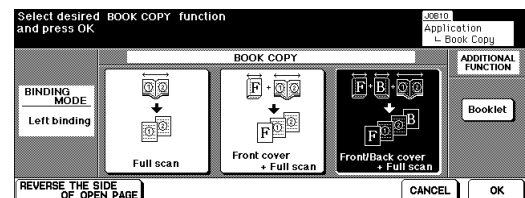
Applications

Book Copy (continued)

1 Load 8.5"x11" sheets in a tray or in the Multi-sheet bypass tray.
2 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
3 Touch **Book Copy** to enter the Book Copy Screen. AUTO layout and Non-image area erase will be automatically selected. (Available to be released.)
4 Touch **Full scan**, **Front cover + Full scan**, or **Front/Back cover + Full scan**, as required. Touch **REVERSE THE SIDE OF OPEN PAGE** to change the binding mode according to the original.

   Option: Touch Booklet on the Book Copy Screen to use this function.

5 Touch **OK** to return to the Application Selection Screen.
6 Make additional application selections, or touch **OK** to return to the Basic Screen. The Store mode is automatically selected.
7 Select the copy mode (1-1 or 1-2).
8 Enter the desired print quantity.
9 Position the open book or sheet on the platen glass in the right rear corner, aligning the edge with the right measuring guide.
   If **Full scan** is selected and the originals can be loaded in the document feeder, RADF store mode is also available. If desired, position originals into the document feeder.

   Option: Press [CHECK] to view the selection and make a Proof copy; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

10 Press [START] to start scanning.
11 Remove the first original(s). Repeat the procedure for subsequent originals, pressing [START] for each original.
   When **Front cover + Full scan** or **Front/Back cover + Full scan** is selected, only the front and back covers are required to be scanned from the platen glass. If you want to use RADF store mode for scanning the rest of the originals, close the document feeder and position originals, then press [START].
12 Touch **STORE** to deselect the store mode, then press [START] to print.
   After copying is completed, touch **Book copy** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.
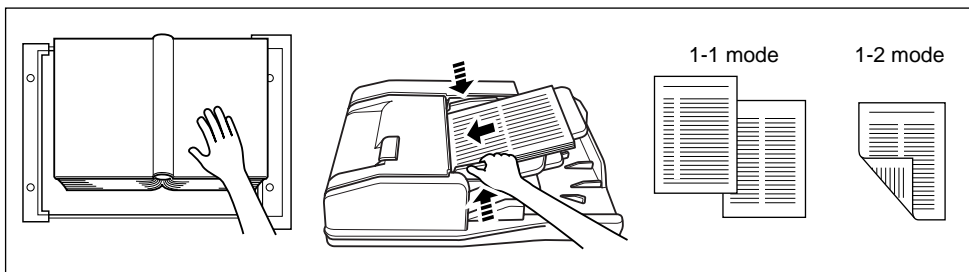
Applications

Program Job

In the ordinary Store mode, the combined features selected for the job are applied to all originals to be scanned. In the Program Job mode, you may scan multiple sets of originals and apply different settings on each set (referred to as JOB), then output them all as a complete set.

❒ Scan and store originals into memory, then print all the pages collectively.
❒ Max. 100 JOBs can be programmed for an output job.
❒ Available original sizes vary conforming to copy conditions selected for each JOB.
❒ Copy size specified for the first JOB cannot be changed. Only the trays containing the same paper size can be designated for subsequent JOBs.
Once specified, paper type/size setting for Multi-sheet bypass tray cannot be changed for another JOB.
❒ Output mode settings cannot be specified for each JOB. The last settings made will be applied to all JOBs.
❒ Print quantity cannot be specified for each JOB. Entered quantity will be the number of complete copied sets and can be changed anytime before printing.
❒ Program Job settings cannot be stored in Job Memory.
❒ Incompatible Basic Copying Conditions: APS, Change copy size, Rotation, Group, Rotation Sort, Rotation Group, Folding, Stapling & Folding, Server function
❒ Incompatible Special Originals: Using Normal/High/Very High with 600dpi, Mixed Original
❒ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, 2/4/8 Repeat in Repeat, Overlay
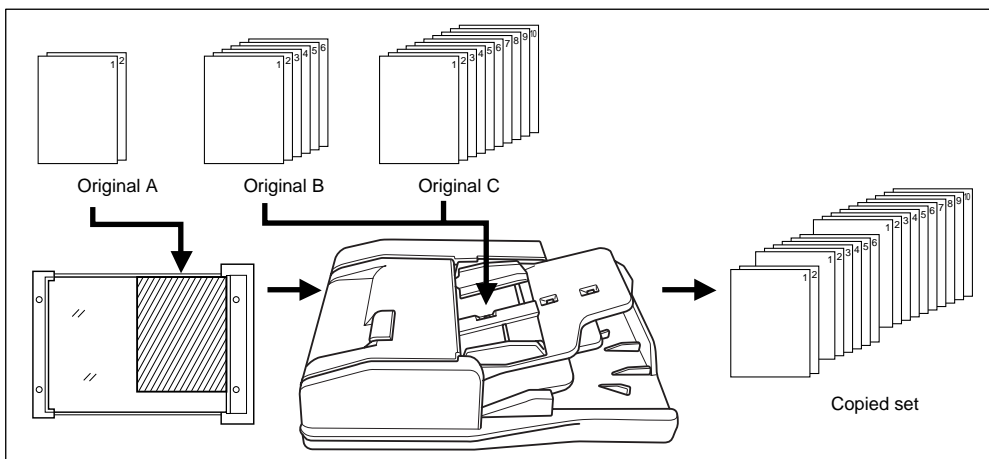
Applications

Program Job (continued)
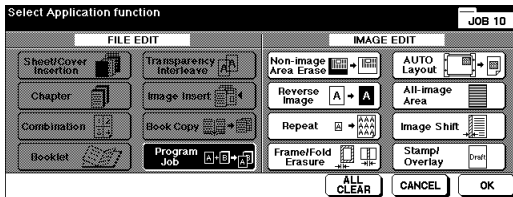
Application Selection Screen   Basic Screen
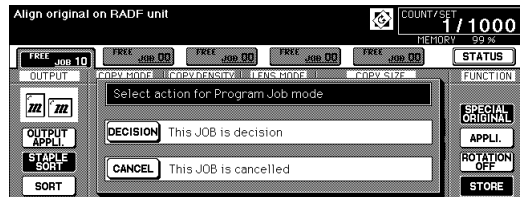
1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Program Job**. The incompatible function keys will be dimmed to show inactivity.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Store mode is selected automatically. Select basic copying and special original features on the Basic Screen and Special Original Screen, as desired.
6 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass, select the tray you want to use, then press [START] to scan.
7 When scanning for the current JOB is completed, the popup menu will be displayed in the Basic Screen.
  To store the current JOB images, touch **DECISION**.
  To delete the images, touch **CANCEL**.
8 Repeat steps 3 to 7 until all JOB originals are scanned.
  IMPORTANT: PLACE AND SCAN EACH ORIGINAL SET IN THE CORRECT ORDER OF PAGINATION.
9 Select the desired output mode.
10 Enter the desired print quantity.
11 Touch **STORE** on the Basic Screen to exit the Store mode.
  To delete the scanned data without printing, press [STOP], then touch **CANCEL** on the popup menu to ensure that you delete the data.
12 Press [START]. The copier starts the printing job.
  After copying is completed, press [AUTO RESET] to release the mode and reset the machine.

Applications

Non-Image Area Erase

The Non-image area erase mode is used to copy non standard or special originals, such as books, magazines, paste-ups, graphs, thin or thick materials, etc. from the platen glass. The exposed glass area outside the borders of the original will not be copied. This mode helps to preserve the condition of originals; improves copy quality, and eliminates unnecessary toner consumption. Keep the document cover open throughout the procedure.

The Non-image area erase has two modes; namely, Rectangular erase mode and Oblique erase mode. The copier is initially set to Rectangular erase mode. Contact your service representative if you desire the Oblique erase mode.

| Rectangular erase mode | Oblique erase mode |
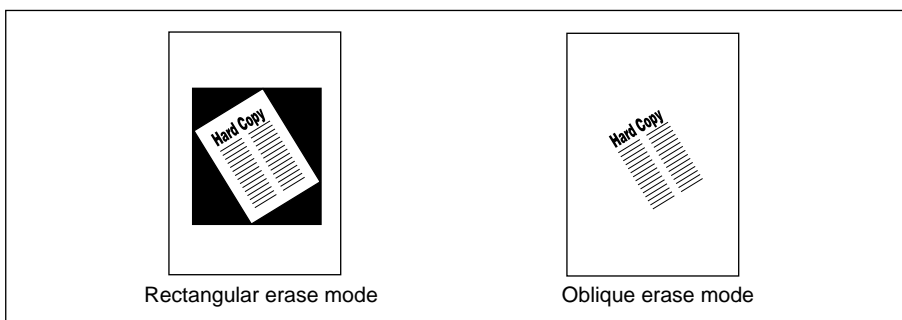
❐ Copy mode: 1-1 mode only (when using Store mode, 1-2 mode can be selected.)
❐ Use the platen glass only.
❐ Original size: 11"x17" ~ 10mm x 10mm
❐ Image cutoff width: leading end 5mm, trailing end 4mm, top and bottom 2mm.
❐ Incompatible Basic Copying Conditions: Using RADF, APS, AMS, Rotation, 2-2, 2-1, Rotation Sort, Rotation Group, Folding, Stapling & Folding
❐ Incompatible Special Originals: Mixed Original, Z-Folded Original, SDF
❐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy in RADF Store mode, Reverse Image, All-Image Area, Reduce & Shift in Image Shift

NOTE: The Non-image area erase function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Applications

Non-Image Area Erase (continued)
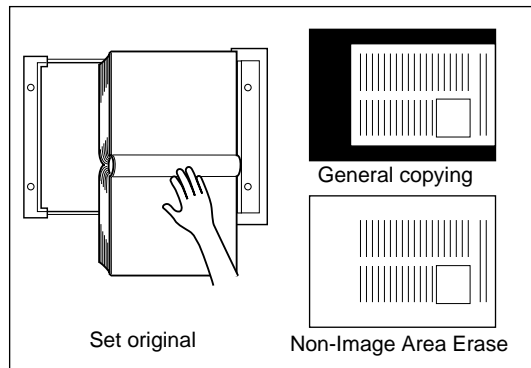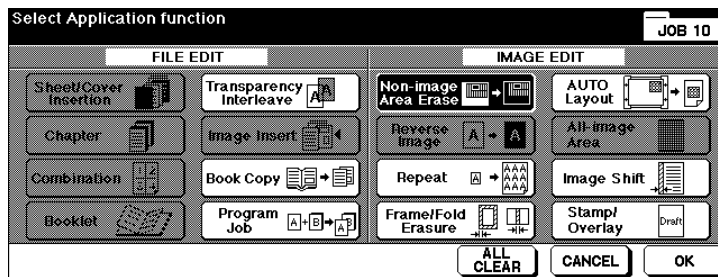
Set original — General copying — Non-Image Area Erase

Application Selection Screen

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Non-image Area Erase**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Enter print quantity.
6 Position original(s) FACE DOWN on the platen glass.
   IMPORTANT: KEEP THE DOCUMENT FEEDER OPEN THROUGHOUT THE PROCEDURE.
   When using Platen store mode, see p. 6-28 to p. 6-29.

   Option: Press [CHECK] to view the selection, and make a Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

7 Press [START].
   After copying is completed, touch **Non-image Area Erase** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

Reverse Image

Use Reverse image to reverse the image from black-on-white to white-on-black, and vice versa.

❐ Original/Copy paper: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x8.5"
❐ Incompatible Basic Copying Conditions: Folding, Stapling & Folding
❐ Incompatible Special Originals: None
❐ Incompatible Applications: Non-Image Area Erase, Repeat, All-Image Area
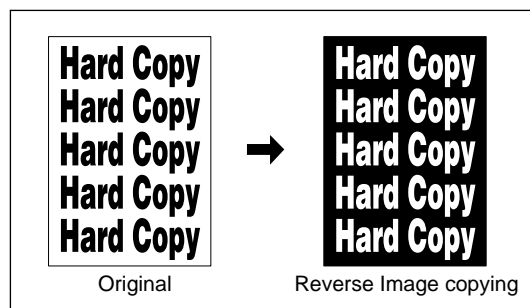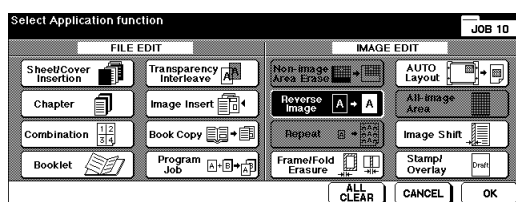
Application Selection Screen

Original   Reverse Image copying

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Reverse Image**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Enter print quantity.
6 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make a Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

7 Press [START].
   After copying is completed, touch **Reverse Image** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

Repeat Image

Use Repeat image to create labels, business cards, tickets, etc., by repeating the selected image down the page.

Vertical/Horizontal Width Setting mode
Repeat the selected image area of 10mm ~ 150mm in both vertical and horizontal widths measured from the rear right corner of the 11"x17" original area indicated on the right edge of the platen glass.

Auto Detection mode
Selecting this mode will automatically set the equal repeat area to the size of the original placed onto the platen glass by activating Non-image area erase.

Repeat mode
Select the repeating times of the original to be arranged in one copy sheet.

❒ **Vertical/Horizontal Width Setting Mode Specifications**
Use the platen glass. (Document feeder cannot be used.)
Repeat width: 10~150mm (in 1mm increments)
Copy mode: 1-1 mode only (When selecting 1-2 mode, Platen store mode will function automatically.)

❒ **Auto Detection Mode Specifications**
Use the platen glass. Non-Image Area Erase will function automatically.
Scanning area: 11"x17" ~ 10mm x 10mm
Repeat image area: Original image area detected by Non-Image Area Erase
Copy mode: 1-1 mode only (When selecting 1-2 mode, Platen store mode will function automatically.)

❒ **Repeat Mode Specifications**
Magnification ratio: 1.00 (100 %)
Scanning area: 11"x17" ~ 10mm x 10mm
Repeat image area: A portion of the selected copy size equally divided according to the mode (2, 4, or 8 Repeat) designated on the screen. If detected image size is larger than the size figured out as above, the copy result may not be satisfactory.

❒ **Incompatible Conditions with Vertical /Horizontal Width Setting Mode**
Basic copying conditions: Using RADF, Rotation, 2-2, 2-1, APS, AMS, Group, Rotation Sort, Rotation Group
Special Originals: Resolution (Very high), Mixed Original, Z-Folded Original, SDF
Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Non-Image Area Erase, Reverse Image, Frame/Fold Erasure, AUTO Layout, Image Shift, Overlay

❒ **Incompatible Conditions with Auto Detection Mode**
Basic copying conditions: Using RADF, Rotation, 2-2, 2-1, APS, AMS, Group, Rotation Sort, Rotation Group
Special Originals: Resolution (Very high), Mixed Original, Z-folded Original, SDF
Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Reverse Image, Frame/Fold Erasure, AUTO Layout, All-Image Area, Image Shift, Overlay

Applications

Repeat Image (continued)

❐ **Incompatible Conditions with Repeat Mode**
Basic copying conditions: Rotation, APS, AMS, Change magnification, Group, Rotation Sort, Rotation Group
Special Originals: Resolution (Very high), Mixed Original, Z-folded Original
Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Non-image Area Erase, Reverse Image, Frame/Fold Erasure, AUTO Layout, Image Shift with 4/8 Repeat, Overlay

NOTE: The Auto Detection and Repeat mode of the Repeat image function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Vertical/Horizontal Width Setting mode

Verti. width
Horiz. width

Hard Copy
Original

Ha Ha Ha
Ha Ha Ha
Ha Ha Ha
Ha Ha Ha
Copy

Auto Detection/Repeat mode

Hard
Original

Hard Hard
Hard Hard
Hard Hard
Hard Hard
Copy (AUTO)

Hard Hard
Copy (2 Repeat)

Hard Hard
Hard Hard
Copy (4 Repeat)

Hard Hard
Hard Hard
Hard Hard
Hard Hard
Copy (8 Repeat)
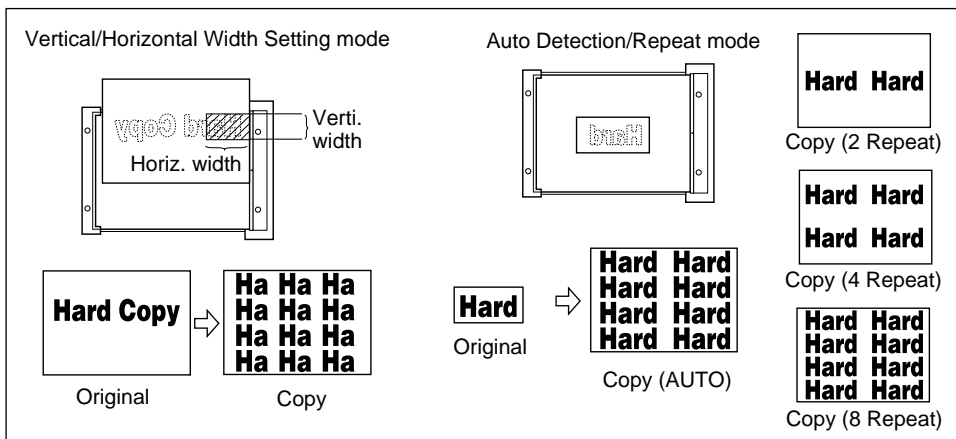
Application Selection Screen
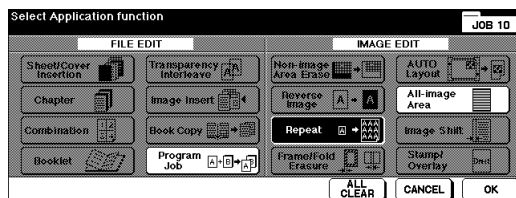
Repeat Mode Selection Screen
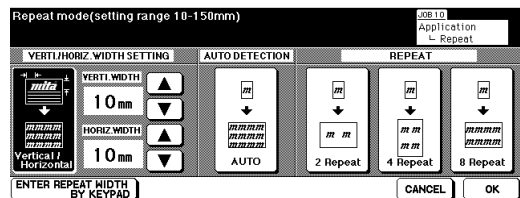
1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Repeat** to display the Repeat Mode Selection Screen.

Applications

Repeat Image (continued)

3 To select the Vertical/Horizontal width setting mode:
   (1) Touch **Vertical/Horizontal**.
   (2) Specify the vertical and horizontal widths of the scanning area using up/down
       arrow key, from 10~150 mm in 1 mm increments. Keep touching the key to
       increase/decrease the value continuously.
       Or, touch **ENTER REPEAT WIDTH BY KEYPAD** to display the popup screen to enter
       the value from the touch screen keypad. Touch **Verti./Horiz** key on the popup
       screen each time to shift it from on to another. Touch **OK** to restore the Repeat
       Mode Selection Screen

Repeat Mode Selection Screen (with popup screen displayed)
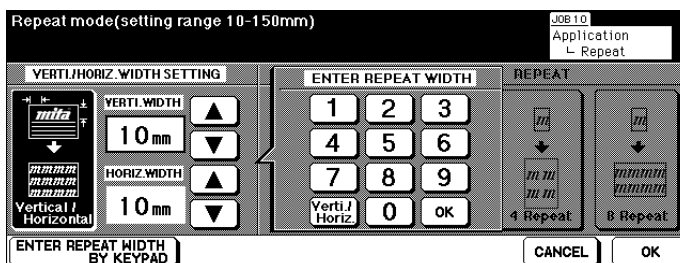
   To select the Auto detection mode, touch **AUTO**. Non-image area erase will function
   automatically.
   To select the Repeat mode, touch **2 Repeat**, **4 Repeat**, or **8 Repeat**, as desired.
4 Touch **OK** to return to the Application Selection Screen.
5 Select additional copying features, as desired.
   When 2 Repeat mode is selected, Page spece function of Image shift can be used to
   make the desired amount of blank space between the two images on a page. See p.
   9-34 to p. 9-37.
6 Touch **OK** to complete the setting and return to the Basic Screen.
7 Enter the desired print quantity.
8 Position original(s) FACE DOWN on the platen glass.
   IMPORTANT: DO NOT CLOSE THE DOCUMENT FEEDER WHEN AUTO, 2 REPEAT, 4
   REPEAT, OR 8 REPEAT IS SELECTED IN STEP 3.
   When using Platen store mode, 1-2 mode can be selected. See p. 6-28 to p. 6-29.
   Option: Press [CHECK] to view the selection, and make a Proof copy if desired; then touch **EXIT** to return
   to the Basic Screen. See p. 6-35 to p. 6-37.
9 Press [START].
   After copying is completed, touch **Repeat** on the Application Selection Screen or press
   [AUTO RESET] to release the mode and reset the machine.

Applications

Frame/Fold Erasure

Use Frame/Fold Erasure to eliminate black copy marks along borders.

❐ Frame erasure amount: 1~15 mm in 1 mm increments
❐ Initial frame erasure value: 10 mm
❐ Fold erasure amount: 1~30 mm in 1 mm increments
❐ Initial fold erasure value: 10 mm
❐ Original/copy paper size: 11"x17", 8.5"x14", 8.5"x11"
❐ Incompatible Basic Copying Conditions: None
❐ Incompatible Special Originals: None
❐ Incompatible Applications: Repeat, All-Image Area

Application Selection Screen
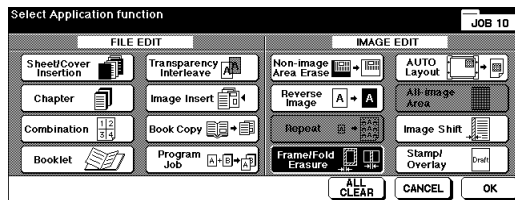
Frame/Fold Erasure Selection Screen
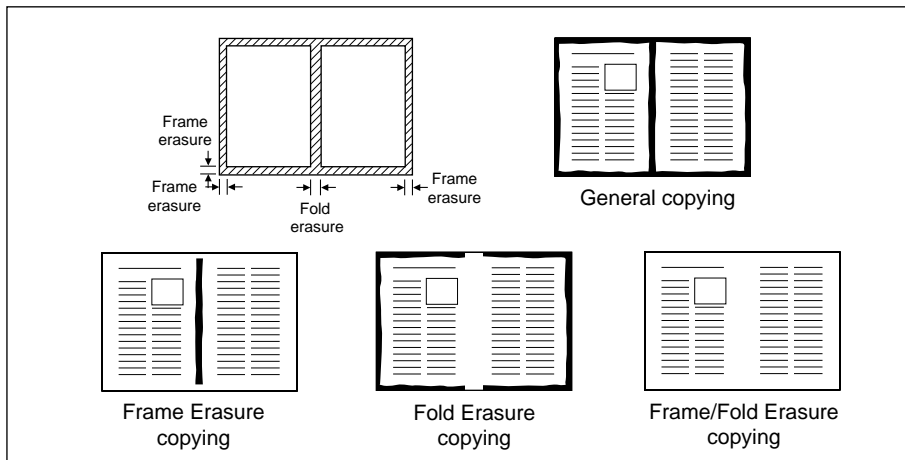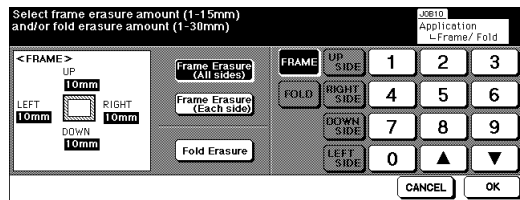
Applications

Frame/Fold Erasure (continued)

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Frame/Fold Erasure** to display the Frame/Fold Erasure Selection Screen.
3 Touch **Frame Erasure (All sides)** or **Frame Erasure (Each side)**. Touch **Fold Erasure** to use the Fold erasure mode.
   • Touch **Frame Erasure (All sides)** to enter the frame erasure amount of the up, down, right and left sides collectively using the touch screen keypad or up/down arrow key, from 1~15mm.
   • Touch **Frame Erasure (Each side)** to enter the frame erasure amount of the up, down, right or left side individually. Touch **UP SIDE**, **RIGHT SIDE**, **DOWN SIDE**, or **LEFT SIDE**, then use the touch screen keypad or up/down arrow key to enter the desired amount, from 1~15mm.
   • To enter the fold erasure amount, touch **Fold Erasure**, then touch **FOLD**. Use the touch screen keypad or up/down arrow key to enter the desired amount, from 1~30mm.

Frame/Fole Erasure Selection Screen
(with Each side selected)

Frame/Fold Erasure Selection Screen
(with FOLD selected)

4 Touch **OK** to complete the setting. The Application Selection Screen will be displayed.
5 Touch **OK** to return to the Basic Screen or make additional application selections.
6 Select desired Copy Size.
7 Enter desired print quantity.
8 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.
   Option: Press [CHECK] to view the selection, and make a Proof copy if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.
9 Press [START].
   After copying is completed, touch **Frame/Fold Erasure** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

NOTE: While copy size and original size generally should be the same, it is possible to use Frame/Fold Erasure to copy an 11"x17" original to 8.5"x11"R by selecting 0.65 reduction after selecting Copy Size.

Applications

AUTO Layout

Use this function to detect the image area of the original and center the whole image on the copy paper.

❒ Copy mode is automatically set to 1-1; 1-2 mode is also available only when using Store mode.
❒ APS and AMS are automatically released. Changing Magnification is available.
❒ Non-image area erase is automatically selected. (Release it manually when using RADF to scan originals.)
❒ Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
❒ Incompatible Basic Copying Conditions: APS, AMS, Rotation Sort, Rotation Group, Folding or Stapling & Folding with Booklet
❒ Incompatible Special Originals: Mixed Original, Z-folded Original, SDF
❒ Incompatible Applications: Sheet/Cover Insertion, Combination, Booklet, Image Insert, Reverse Image, Repeat, All-Image Area, Image Shift, Overlay

NOTE: The AUTO layout function may not operate properly if the lighting in the work place is directly over the platen glass. In this case, consult your service representative about an appropriate place for installation.

Set original

AUTO layout copying
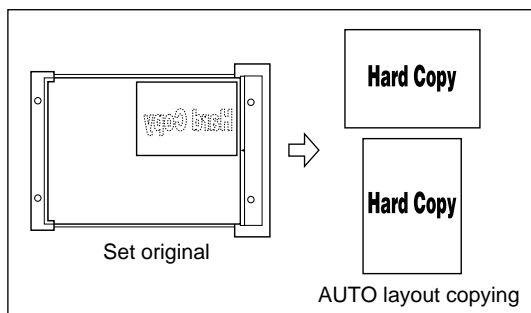
Application Selection Screen
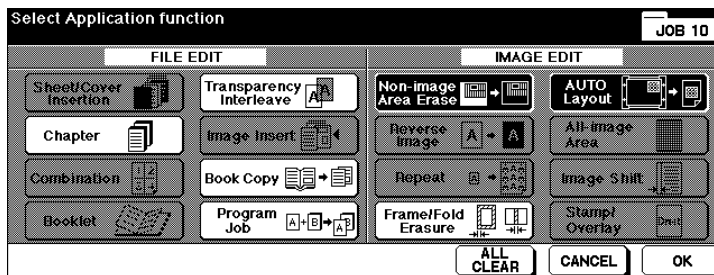
Applications

AUTO Layout (continued)

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **AUTO Layout**. The incompatible function keys will be dimmed to show inactivity.
3 Select additional copying features, as desired. When using RADF to scan originals, touch **Non-image Area Erase** to deselect it.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Select the desired copy size.
6 Enter the desired print quantity.
7 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.
   IMPORTANT: DO NOT CLOSE THE DOCUMENT FEEDER WHEN USING PLATEN GLASS. PLACING ORIGINAL OBLIQUELY ON THE PLATEN GLASS MAY CAUSE BLACK COPY MARKS.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.
   Option: Press [CHECK] to view the selection, and make a Proof copy if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.
8 Press [START].
   After copying is completed, touch **AUTO Layout** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

All-Image Area

Use this function to make copies printed completely to the edges.

❐ Copies will be made without image cutoff on the edges.
❐ Incompatible Basic Copying Conditions: Rotation Sort
❐ Incompatible Special Originals: None
❐ Incompatible Applications: Non-Image Area Erase, Reverse Image, Frame/Fold Erasure

Application Selection Screen
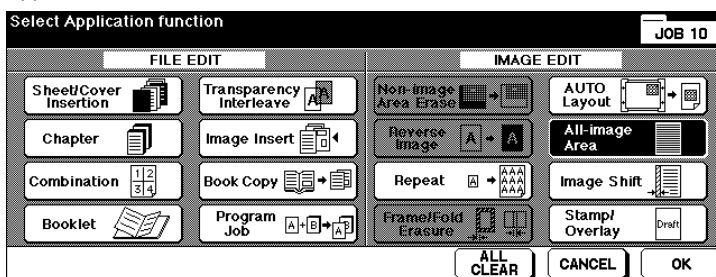
1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **All-image Area**.
3 Select additional copying features, as desired.
4 Touch **OK** to complete the setting and return to the Basic Screen.
5 Select the desired copy size.
6 Enter the desired print quantity.
7 Position original(s) FACE UP in document feeder or FACE DOWN on platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make a Proof copy if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

8 Press [START].
   After copying is completed, touch **All-image Area** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

Image Shift

Use Image Shift to create a new binding margin on originals copied in the 1-1 or 2-2 mode, or adjust existing margins on originals copied in the 1-2 or 2-1 mode. If image loss is likely, select the Reduce & Shift mode instead of regular Image shift.
Page space function is available only when Booklet or 2 Repeat mode of Repeat has been already selected. Use this function to make the desired amount of blank space between the two images on a page.

❏ Shift amount in Image Shift mode: 0 ~ 250 mm in 1 mm increments (Setting in 0.1 mm increments using up/down arrow key is also available by key operator setting.); To be set collectively or individually for the front and back pages.
❏ Shift amount in Reduce & Shift mode: 0 ~ 250 mm in 1 mm increments (Setting in 0.1 mm increments using up/down arrow key is also available by key operator setting.); To be set collectively for the front and back pages, however, the shift amount for the back page can be altered in order to position the image exactly the same as on the front page.
❏ In Reduce & Shift mode, AMS is automatically selected and cannot be released.
❏ Page Space functions only when Booklet or 2 Repeat mode of Repeat is previously selected.
❏ Original/copy size: 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R
❏ Incompatible conditions with Image Shift mode
     Basic copying conditions: None
     Special Originals: None
     Applications: AUTO Layout
❏ Incompatible conditions with Reduce & Shift mode
     Basic copying conditions: Change magnification, V/H zoom, APS
     Special Originals: Mixed Original
     Applications: Book Copy, Non-Image Area Erase, Repeat, AUTO Layout, Overlay

Application Selection Screen when selecting Image Shift mode
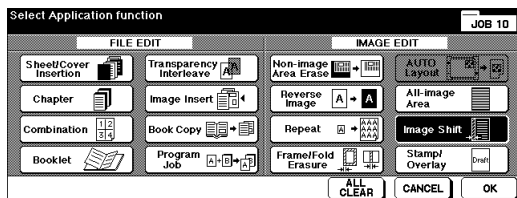
Application Selection Screen when selecting Reduce & Shift mode
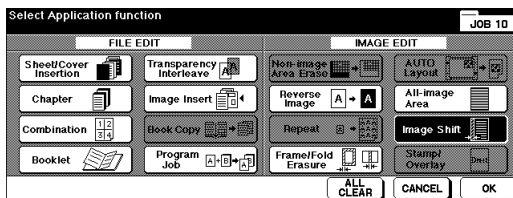
Applications

Image Shift (continued)

Image Shift Selection Screen (Image Shift mode)
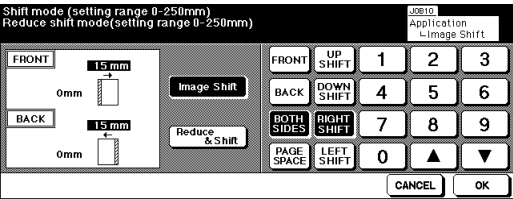
Image Shift Selection Screen (Reduece & Shift mode)
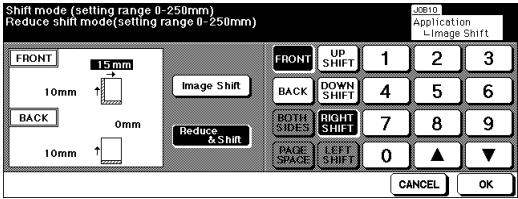
Image Shift Selection Screen (PAGE SPACE selected)

1-1 mode

Originals → Copies

2-1 mode

Originals → Copies

1-2 mode

Originals → Copies

2-2 mode

Originals → Copies
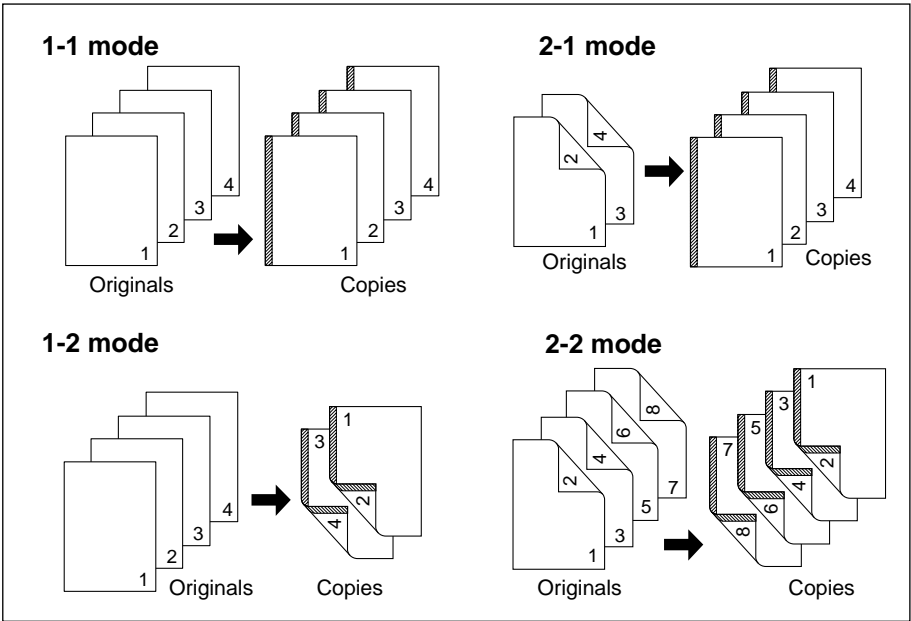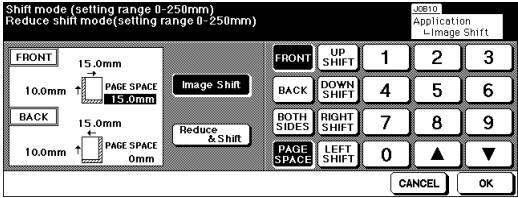
Applications

Image Shift (continued)

1   Select the copy mode and copy size from the Basic Screen, as required.
2   Touch **APPLI.** on the Basic Screen to enter the Application Selection Screen.
3   Touch **Image Shift** to display the Image Shift Selection Screen.
4   Touch **Image Shift** or **Reduce & Shift**.
5   To set shift amount in Image Shift:
   (1) Touch **FRONT**, **BACK**, or **BOTH SIDES**. When **BOTH SIDES** is selected, the entered
       shift direction and amount will be reflected immediately in the FRONT and BACK
       Images on the screen. Touch **FRONT** or **BACK** to specify the shift direction and
       amount individually.

   UP   DOWN   RIGHT   LEFT   UP&RIGHT   UP&LEFT   DOWN&RIGHT   DOWN&LEFT
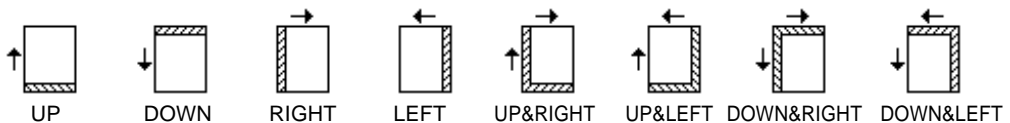
   (2) Touch **UP SHIFT**, **DOWN SHIFT**, **RIGHT SHIFT**, or **LEFT SHIFT** to specify the shift
       direction, then use the touch screen keypad or up/down arrow key to select the
       desired shift amount (available range: 0~250mm). Keep touching the arrow key to
       increase or decrease the value continuously.
       The image display on the screen allows you to view the binding margin to be
       created on the printed sheets. The following icons will appear to show the currently
       selected conditions.
6   To set shift amount in Reduce & Shift:
   (1) Touch **FRONT**. In Reduce & Shift mode, the **BOTH SIDES** key appears dimmed to
       show inactivity.
       The message "Select magnification ratio on FRONT side" will be displayed when
       BACK is selected first.
   (2) Touch **UP SHIFT**, **DOWN SHIFT**, or **RIGHT SHIFT** to specify the shift direction. In
       Reduce & Shift mode, the **LEFT SHIFT** key with **FRONT** selected appears dimmed
       to show inactivity.
       Use the touch screen keypad or up/down arrow key to select the desired shift
       amount (available range: 0~250mm). Keep touching the arrow key to increase or
       decrease the value continuously.
       The AMS will automatically determine the magnification ratio according to the shift
       amount specified for the front page. The shift amount and magnification ratio
       determined for the front page will be automatically applied to the back page.
   (3) Touch **BACK** and make direction and amount change, if any positioning adjustment
       is required.
       With **BACK** selected, the magnification ratio will not be changed, while the direction
       and amount can be altered.

Applications

Image Shift (continued)

7 When Booklet or 2 Repeat mode of Repeat has been already selected, the **PAGE SPACE** key appears clear on the screen to show its availability, with PAGE SPACE indication displayed in the image area.
   If desired, touch **PAGE SPACE** to highlight it, then enter the desired amount using the touch screen keypad or up/down arrow key.
8 Touch **OK** to complete the setting and return to the Application Selection Screen.
9 Select additional Application functions, or touch **OK** to return to the Basic Screen.
10 Enter the desired print quantity.
11 Position original(s) FACE UP in document feeder or FACE DOWN on platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

   Option: Press [CHECK] to view the selection, and make a Proof copy if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.
12 Press [START].
   After copying is completed, touch **Image Shift** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Applications

Stamp/Overlay

Stamp allows you to print regular stamp, numbering, page numbering, date and time, watermark, and watermark numbering onto the output copies. These 6 types of stamps can be used individually or in multiple combinations.

- STAMP prints the letters selected from 8 options over the scanned image at the location designated on the screen.
- SET NUMBERING prints the numbers in the specified form over the scanned image at the location designated on the screen.
- PAGE NUMBERING prints the page numbers in the specified form over the scanned image at the location designated on the screen.
- DATE/TIME prints the date and time in the specified form over the scanned image at the location designated on the screen.
- WATERMARK prints the letters selected from 8 options over the scanned image, positioning it in the center of the page.
- WATERMARK NUMBERING repeatedly prints the numbers in the specified form over the scanned image.

Use Overlay to scan an image, then overlay the image onto each page copied in the job.

❒ **Stamp Specifications**
All 6 types of stamps can be used in combination.
A watermark is printed obliquely in the center of the page. Watermark numbering prints a number repeatedly over the scanned image.
Stamp, Set numbering, Page numbering, and Date/Time can select printing position from 9 locations for each.
Image cutoff width: leading end 5mm, trailing end 4mm, top and bottom 2mm.
Incompatible Basic Copying Conditions: None
Incompatible Special Originals: Resolution (Very high)
Incompatible Applications: Combination, Reverse image, Repeat except 2/4/8 Repeat, Overlay (WATERMARK and WATERMARK NUMBERING)

❒ **Overlay Specifications**
Scan and store originals into memory.
APS and AMS are automatically released.
Magnification is initially set to 1:1. This setting is changeable.
Original/Copy size: 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"
Incompatible Basic Copying Conditions: None
Incompatible Special Originals: Resolution (Very high), Mixed Original, SDF
Incompatible Applications: Sheet/Cover Insertion, Combination, Transparency Interleave, Image Insert, Book Copy, Program Job, Repeat, AUTO Layout, Reduce & Shift in Image Shift, WATERMARK, WATERMARK NUMBERING

NOTES: • STAMP and WATERMARK are available only with HDD installed in the machine. Without HDD, these function keys will be dimmed to show inactivity.
   • OVERLAY MEMORY is now under development and appears dimmed on the screen.

Applications

Stamp/Overlay (continued)

Confidential

WATERMARK

| Top-Left | T-Middle | T-Right |

| Middle-Left | Middle | M-Right |

| Lower-Left | L-Middle | L-Right |

Positions of other stamps

WATERMARK NUMBERING

TOP SECRET

STAMP

'00/10/10 10:30AM

DATE/TIME

2 / 5

PAGE NUMBERING

[0002 / 0005]

SET NUMBERING

1st scaned original

Originals scaned 2nd and later

Copies in OVERLAY mode

Hard Copy
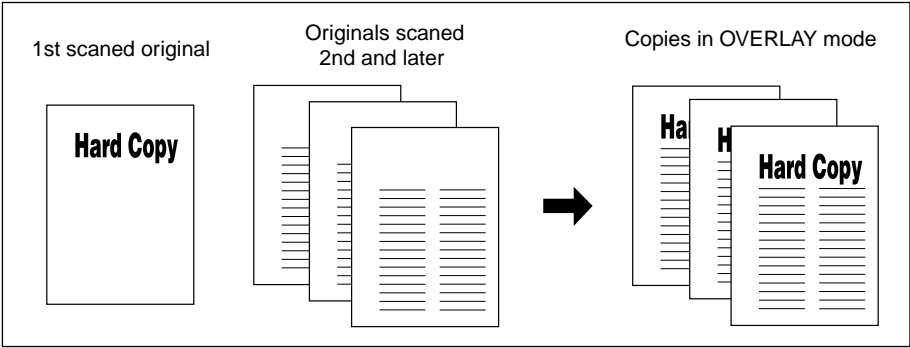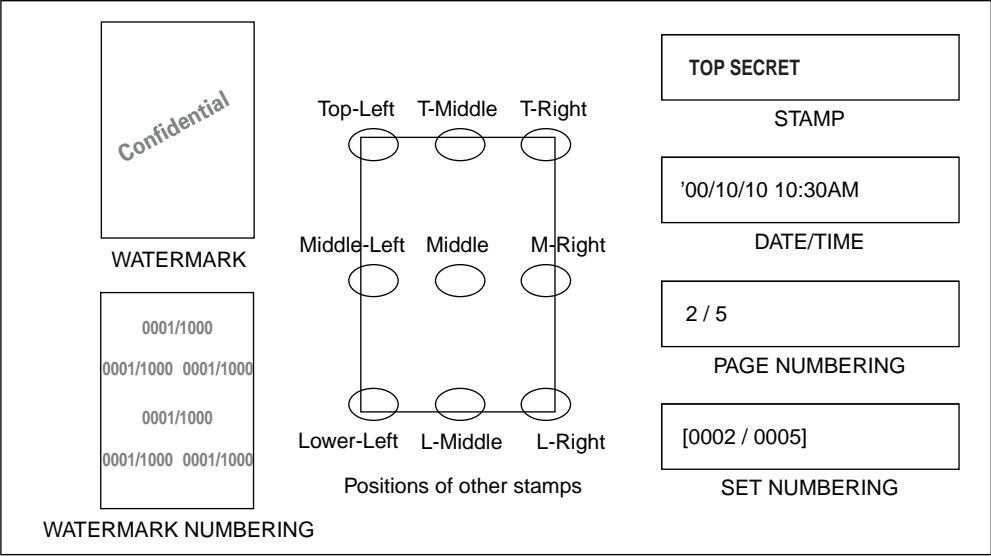
Application Selection Screen (Overlay selected)
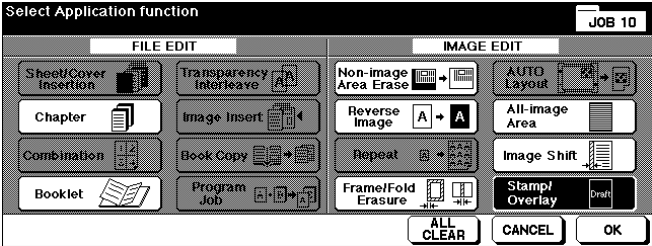
Applications

Stamp/Overlay (continued)

Stamp/Overlay Selection Screen

Stamp Selection Screen

Set Numbering Type Selection Screen

Page Numbering Type Selection Screen

Date/Time Type Selection Screen

Watermark Selection Screen

Watermark Numbering Type Selection Screen
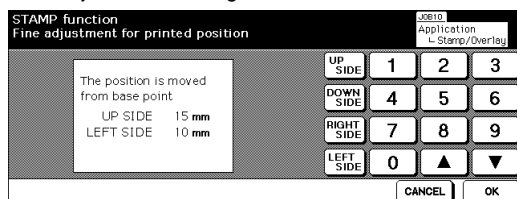
Applications

Stamp/Overlay (continued)

1 Touch **APPLI.** on the Basic Screen to display the Application Selection Screen.
2 Touch **Stamp/Overlay**. The Stamp/Overlay Selection Screen will be displayed.
3 Touch to select the desired stamp to display the subsequent screen.
  On each screen, you can specify the desired type of the selected stamp.
4 When selecting STAMP, SET NUMBERING, PAGE NUMBERING, or DATE/TIME,
  select the desired position from 9 location keys on each screen.
  If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine
  Adjustment Setting Screen.
  Touch **UP SIDE**, **RIGHT SIDE**, **DOWN SIDE**, or **LEFT SIDE** to specify the direction, then
  use the touch screen keypad or up/down arrow key to enter the desired amount.

Fine Adjustment Setting Screen
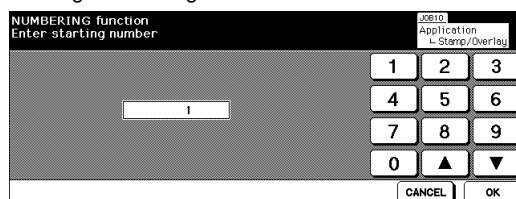
Starting No. Setting Screen

5 Touch **CHARACTER SIZE**, if desired, to change the character size. The following
  options are provided:
  STAMP   : LARGER/ SMALLER
  SET NUMBERING   : 20pt/ 36pt
  PAGE NUMBERING : 8pt/ 10pt/ 12pt/ 14pt
  DATE/TIME   : 8pt/ 10pt/ 12pt/ 14pt
6 Touch **PRINTED PAGE** on the Stamp Selection, Set Numbering Type Selection, or
  Date/Time Type Selection Screen to designate whether to print the selected stamp on
  the cover only or on all pages.
  Touch **PRINTED PAGE** on the Page Numbering Type Selection Screen to designate
  whether to print the page numbers on all pages, except the front cover, or except the
  front/back covers.
7 Touch **STARTING No.** on the Set Numbering, Page Numbering, or Watermark
  Numbering Type Selection Screen to display the Starting No. Setting Screen (see
  above). Use the touch screen keypad or up/down arrow key to enter the desired
  starting number, then touch **OK** to return to the previous screen.
8 When selecting WATERMARK or WATERMARK NUMBERING, touch **LIGHT**,
  NORMAL, **DARK**, or **DARK+** to select the desired density level on each screen.
9 The Overlay function will be selected simply by touching **OVERLAY** to highlight it.
10 When all the desired selections are made, touch **OK** to return to the Application
  Selection Screen.

Applications

Stamp/Overlay (continued)

11 Make additional application selections, or touch **OK** to return to the Basic Screen.

12 When Overlay is selected, the Store mode is automatically selected, and APS and AMS are released. Set the desired Copy mode, Copy density, Lens mode, and Copy size on the Basic Screen.

13 Enter the desired print quantity.

14 Position original(s) FACE UP in document feeder or FACE DOWN on platen glass. When Overlay is selected, follow the scanning procedure below.

  (1) Position the overlaying original in the document feeder or on the platen glass, then press [START] to scan.

  (2) The second and subsequent pages are to be overlaid in printing. Place them in the document feeder or on the platen glass, then press [START].

  IMPORTANT: PLACE AND SCAN THE ORIGINALS IN REGULAR ORDER OF PAGINATION.

  Option: Press [CHECK] to view selection, and make the Proof copy, if desired; then touch **EXIT** to return to the Basic Screen. See p. 6-35 to p. 6-37.

15 Touch **STORE** to deselect the store mode, then press [START] to print.
After copying is completed, touch **Stamp/Overlay** on the Application Selection Screen or press [AUTO RESET] to release the mode and reset the machine.

Section 10: Job Memory

Job Store

Job Recall

Job Memory Form

Job Memory

Job Store

Use Job Store to store up to 30 frequently-used copying jobs, which can be recalled at any time. The stored jobs can be given alphabetical names.

❒ All copying functions can be selected
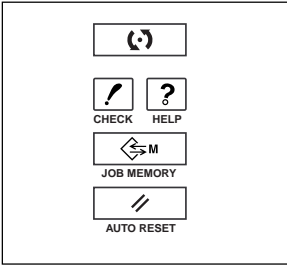
Control Panel   Job No. Selection Screen
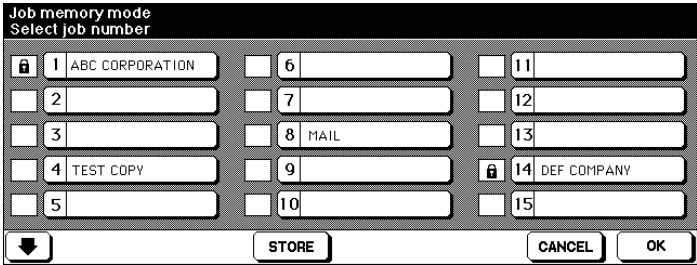
Job Store Check Screen
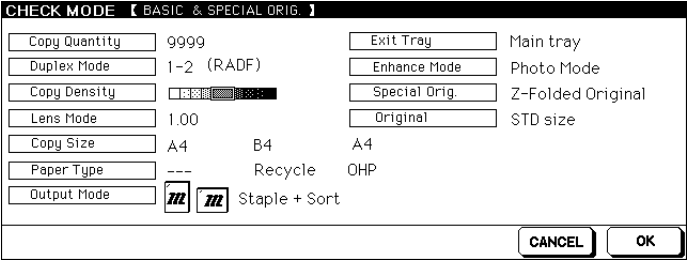
Job Name Registration Screen
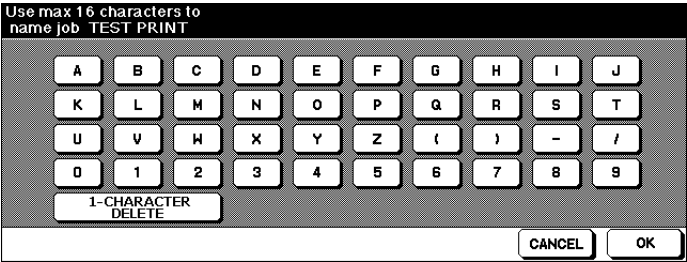
Job Memory

Job Store (continued)

1 Make job selections from the Basic Screen, Application Selection Screen, Special Original Screen and/or Output Selection Screen.

2 When all selections are made, press [JOB MEMORY] on the Control panel to display the Job No. Selection Screen.

3 Touch **STORE**. The Job Store Check Screen displays to enable you to review the settings. (See sample Job Store Check Screen, previous page.)

4 If settings are correct, touch **OK** to restore the Job No. Selection Screen.
Otherwise, touch **CANCEL** to return to the Basic Screen, and make new selections.

5 When the Job No. Selection Screen is restored, touch one of the keys numbered from 1~30 to store the job under that number. The key with a lock icon (🔒) displayed is locked and cannot be selected. Arrow keys can be used to scroll to the next/previous page. The selected number key will be highlighted.

6 Touch **OK** on the Job No. Selection Screen to display the Job Name Registration Screen.
If you do not wish to enter a name, touch **OK**.
The key displays [✶✶✶✶✶✶✶✶✶✶✶✶✶✶✶✶] in place of a name.

7 Enter a job name in up to 16 characters, using the touch screen alphabet keypad.
To correct an entry, touch **DELETE** repeatedly to delete each character entered, then enter the correct job name.

8 If the Job name is correct, touch **OK** to resume the Job No. Selection Screen.
To re-enter the Job name, touch **CANCEL** to return to the Job Name Registration Screen.

9 When the Job No. Selection Screen is displayed, touch **OK** to complete the setting and return to the Basic Screen.
To exit from the Job Memory setting anytime, press [AUTO RESET].

NOTES:
1 A locked job is indicated by a lock icon on the Job key number.
2 Only the key operator can lock a job.
3 A locked job cannot be overwritten unless it is unlocked by the key operator.
4 A blank key indicates that no job is stored under that key.
5 [✶✶✶✶✶✶✶✶✶✶✶✶✶✶✶✶] displayed on a Job number key indicates that a job is stored but unnamed.
6 Job Memory entries can be recorded on the Job Memory Form included at the end of this section.

Job Memory

Job Recall

Use Job Recall to recall jobs that are already stored in Job Memory.

Job No. Selection Screen

Job No. Selection Screen (Job Recall)

Job Recall Check Screen

Job Memory

Job Recall (continued)

1 Place original(s) as required for the job you are about to recall.
2 Press [JOB MEMORY] to display the Job No. Selection Screen.
   (See sample screen, previous page.)
3 Touch a Job No. key to select a job you want to recall, and to highlight the key.
   If required, scroll with the arrow keys to reach the desired Job No. key (1~30).
   To cancel the recall mode, touch **CANCEL** to return to the Basic Screen.
4 Touch **JOB CHECK**. The Job Recall Check Screen displays to enable you to review the
   settings. Touching **CANCEL** on the Job Recall Check Screen returns to the Job No.
   Selection Screen.
   (See sample Job Recall Check Screen, previous page.)
5 When the desired Job No. key is highlighted, touch **OK** to read the settings of the
   selected job, and to return to the Basic Screen.
   To cancel the job, press [AUTO/RESET].
6 Press [START].

NOTES:
1 A locked job is indicated by a lock icon on the Job key number.
2 Only the key operator can lock a job.
3 A locked job cannot be overwritten unless it is unlocked by the key operator.
4 A blank key indicates that no job is storedw under that key.
5 [✱✱✱✱✱✱✱✱✱✱✱✱✱✱✱] displayed on a Job number key indicates that a job is stored but unnamed.
6 Job Memory entries can be recorded on the Job Memory Form included at the end of this section.

Job Memory

Job Memory Form

Make a copy of this form to record frequently-used copy jobs stored in Job Memory. Update the information when changes are made. Make additional copies, as needed.

JOB NUMBER/NAME	JOB DESCRIPTION
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Job Memory

Job Memory Form (continued)

JOB NUMBER/NAME	JOB DESCRIPTION
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Section 11: Server Function

Server Function

Image Store/Delete Mode
To Store Image Data in HDD
To Delete Image Data

Image Store & Output Mode

Image Recall Mode
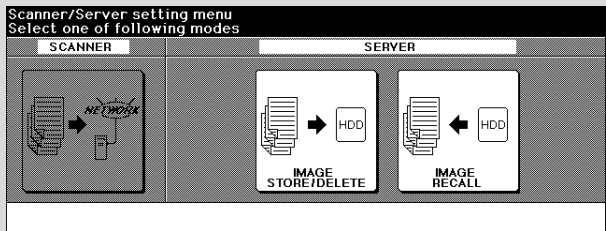
Server Function

Server Function

Use Server function to accumulate scanned images into built-in DIMM (memory), then store the image data in HDD* (option) so that the data can be recalled to DIMM, and then output as needed. This function also allows storing the image data in normal copying procedure.

NOTE*: Installation of the optional HDD is required.
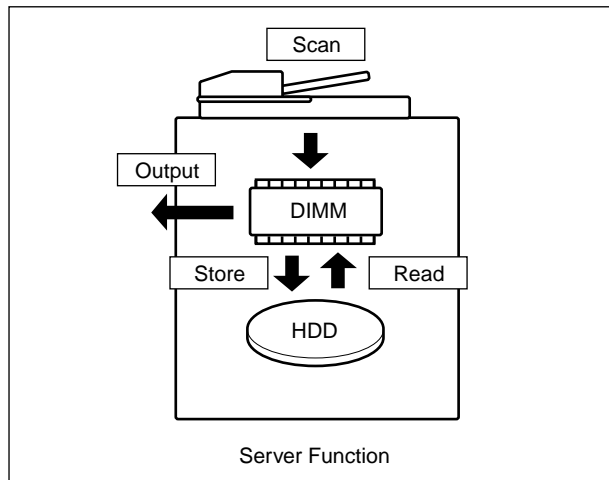
Server Function

Server Function

Server Function (continued)

The Server function provides the following three modes:

① Image Store/Delete mode
Store the image data scanned from originals in HDD, or delete the data stored in HDD.

② Image Store & Output mode
Store the scanned image data in HDD after copying is completed.

③ Image Recall mode
Recall the image data stored in HDD to built-in DIMM for printing.

Server Function

Image Store/Delete Mode

When the original image is stored into DIMM, use this function to store the image data into the HDD. Or, in the event data is already stored in the HDD, use this function to delete it from the HDD.

NOTE: Installation of the optional HDD is required for storing data in the HDD.

To Store Image Data in HDD

Specify your password when storing the data in HDD for protection. Each image data can be given an alphabetical job name.

❐ Incompatible Basic Copying Conditions: 1-2, 2-2, AMS, Selecting output mode, Selecting copy size (APS is automatically selected), Setting print quantity, Rotation
❐ Incompatible Special Originals: WHOLE AREA in Non STD Size
❐ Incompatible Applications: Sheet/Cover Insertion, Chapter, Combination, Booklet, Transparency Interleave, Image Insert, Book Copy, Program Job, Non-Image Area Erase, Reverse Image, Repeat, AUTO Layout, Image Shift, Stamp/Overlay

Control Panel   Scanner/Server Setting Menu Screen

Server Function

Image Store/Delete Mode (continued)

To Store Image Data in HDD (continued)

Image Data Password Entry Screen

Job Name Entry Screen

Scanner Setting Screen

1 Press [MODE] to light up the [SCANNER/SERVER] LED. The Scanner/Server Setting Menu Screen will be displayed.
2 Touch **IMAGE STORE/DELETE** to display the Image Data Password Entry Screen.
3 Enter the desired image data password in up to 8 characters from the touch screen keypad.
   To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
4 If the password is correct, touch **OK** to display the Job Name Entry Screen.
   Enter the desired job name in up to 8 characters from the touch screen keypad.
   To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.
5 If the job name is correct, touch **OK** to display the Scanner Setting Screen.
6 Select the desired scanning conditions. Print quantity cannot be entered.
7 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

Server Function

Image Store/Delete Mode (continued)

To Store Image Data in HDD (continued)

Image Data Storing Screen (Scanner to HDD)

Image Data Storing Screen (Scanner to HDD)

8 Press [START] to scan original(s).
  When scanning is completed, the Image Data Storing Screen will be displayed.
  When store mode is used, touch to deselect **STORE** on the Scanner Setting Screen
  after all originals are scanned. The Image Data Storing Screen will be displayed.
9 The machine automatically begins storing data in the HDD. The Basic Screen
  resumes when the storing function is completed.

NOTE: To suspend the storing job, touch **CANCEL** on the Image Data Storing Screen, then touch **YES** on
       the popup menu to delete the data; or touch **NO** to continue.

To Delete Image Data

Scanner/Server Setting Menu Screen
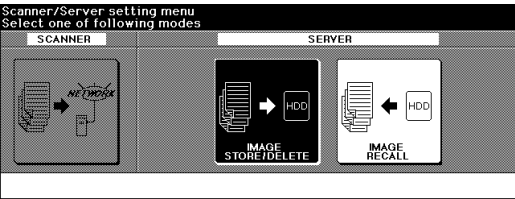
Image Data Password Entry Screen
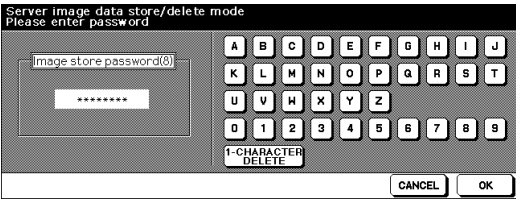
Job Name Entry Screen
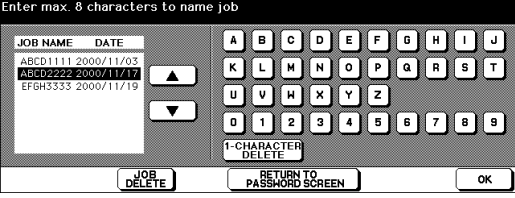
Server Function

Image Store/Delete Mode (continued)

To Delete Image Data (continued)

Job Name Entry Screen

1 Press [MODE] to light up the [SCANNER/SERVER] LED. The Scanner/Server Setting Menu Screen will be displayed.
2 Touch **IMAGE STORE/DELETE** to display the Image Data Password Entry Screen.
3 Enter your Image data password from the touch screen keypad.
  To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
4 If the password is correct, touch **OK** to display the Job Name Entry Screen.
5 Touch the ▲ or ▼ key on the right side of the job name list to highlight the data to be deleted, then touch **JOB DELETE**. The popup menu will appear to confirm that you delete the selected data.
6 Touch **YES** to delete it, or touch **NO** to cancel. The popup menu will disappear.
7 Touch **RETURN TO PASSWORD SCREEN** to restore the Image Data Password Entry Screen.
8 Touch **CANCEL** to restore the Image Data Store/Delete Site Selection Screen.
9 Touch **PREVIOUS SCREEN** to restore the Scanner/Server Setting Menu Screen.
10 Press [MODE] to light up the [COPY] LED. The Basic Screen will be displayed.

Server Function

Image Store & Output Mode

Use this function to store the scanned image data in HDD after copying is completed.
This storing function does not conflict with any other copying conditions.

NOTE: Installation of the optional HDD is required for this function. With the HDD installed, the **HDD STORE**
key will be displayed on the Output Menu Screen.

Output Menu Screen (with Finisher)
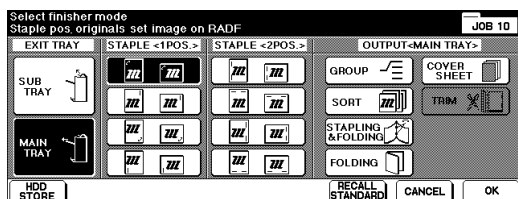
Output Menu Screen (without Finisher)
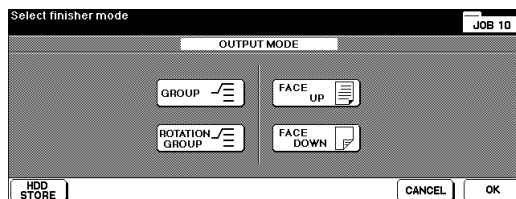
Image Data Password Entry Screen
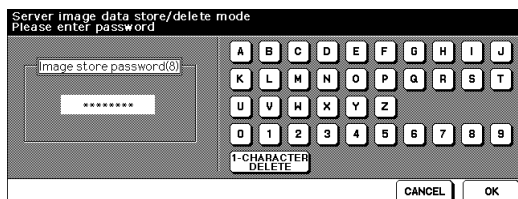
Job Name Entry Screen
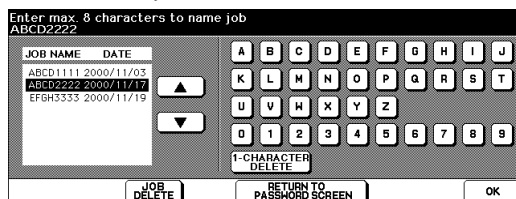
1 Touch **OUTPUT APPLI.** on the Basic Screen to display the Output Menu Screen.
2 Touch **HDD STORE**. The Image Data Password Entry Screen will be displayed.
3 Enter the desired Image data password in up to 8 characters from the touch screen keypad.
   To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
4 If the password is correct, touch **OK** to display the Job Name Entry Screen.
   Enter the desired job name in up to 8 characters from the touch screen keypad.
   To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct job name.
5 If the job name is correct, touch **OK** twice to return to the Basic Screen.
6 Select the desired copying conditions, then enter the desired print quantity.
7 Position original(s) FACE UP in the document feeder or FACE DOWN on the platen glass.
   When using Platen store mode, see p. 6-28 to p. 6-29.
   When using RADF store mode, see p. 6-30.

Server Function

Image Store & Output Mode (continued)

Image Data Storing Screen
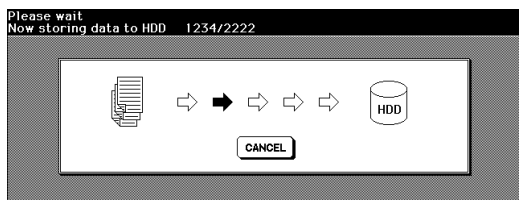
Image Data Storing Screen
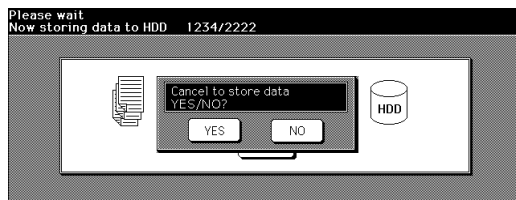
8 Press [START] to scan and then print.
When the Store mode is used, touch **STORE** on the Basic Screen to deselect the Store mode when the store function is completed, i.e., after all originals are scanned, then press [START] to print.

NOTE: To suspend the scanning or printing job, press [STOP] on the control panel. The popup menu will be displayed to ask you how to complete the current job. Touch **CONTINUE** to continue the job, **EXIT** to cancel the job and delete the data, or **EXIT after storing data to HDD** to store the data in HDD without printing.

Basic Screen
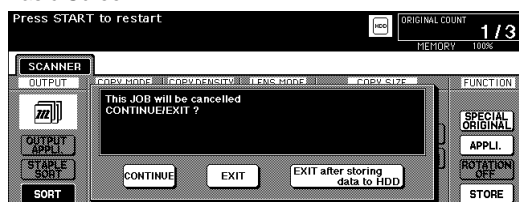
9 After scanning all the originals, the Image Data Storing Screen will be displayed. The machine automatically starts to store the data in HDD. The Basic Screen will resume when completed.

NOTE: To suspend the storing job, touch **CANCEL** on the Image Data Storing Screen, then touch **YES** on the popup menu to delete the data; or touch **NO** to continue.

Server Function

Image Recall Mode

Use this function to recall the image data stored in HDD to built-in DIMM for printing.

NOTE: Installation of the optional HDD is required to recall data from the HDD.

To recall data stored in the HDD, enter the password specified at the time data was stored, then designate it by the job name.

Scanner/Server Setting Menu Screen
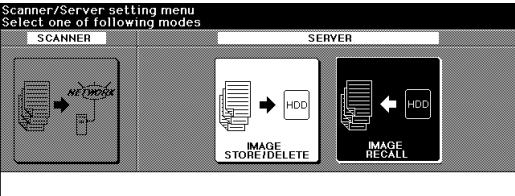
Image Data Password Entry Screen
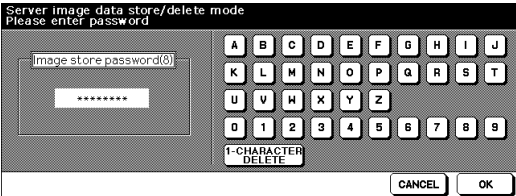
Recall Job Selection Screen
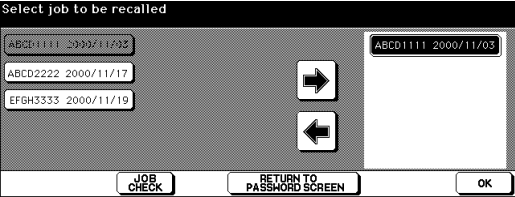
Image Data Recalling Screen (from HDD)
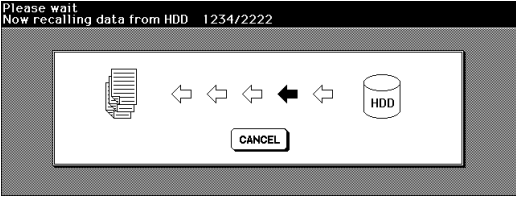
Image Data Recalling Screen (from HDD)
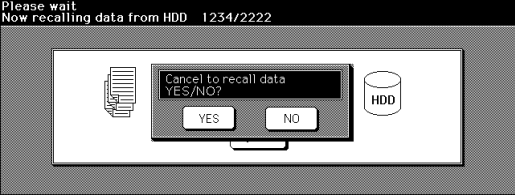
Server Function

Image Recall Mode (continued)

1 Press [MODE] to light up the [SCANNER/SERVER] LED. The Scanner/Server Setting Menu Screen will be displayed.
2 Touch **IMAGE RECALL** to display the Image Data Password Entry Selection Screen.
3 Enter your Image data password from the touch screen keypad.
  To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, then enter the correct password.
4 If the password is correct, touch **OK** to display the Recall Job Selection Screen.
5 Touch the desired job name key to highlight it, then touch ➡ to move it to the recall list on the right side. Touching **JOB CHECK** displays the Check Screen to allow you to view all the feature selections made for that job.

NOTE: Only one job at a time can be removed from the recall list. To cancel the job moved to the list, touch ⬅ to return the job to the left side key, then select again to recall the desired job.

  If the desired job name is displayed in the recall list, touch **OK**. The Image Data Recalling Screen will be displayed to show the current status of transmission.
6 When the data transmission is completed, the Basic Screen will be displayed reflecting the settings made for that job.

NOTE: To suspend recall, touch **CANCEL** on the Image Data Recalling Screen, then touch **YES** on the popup menu to delete the data recalled to DIMM; or touch **NO** to continue. The data stored in HDD will not be erased by this operation.

7 Press [START] to print.

Section 12: Shortcuts

Set Reserve Job
Store Originals Scanned from Platen
Store Originals Scanned from RADF
Stapling & Folding and Folding
Mixed Original

Sheet/Cover Insertion
Chapter
Combination
Booklet

Transparency Interleave
Image Insert
Book Copy
Program Job
Non-Image Area Erase

Reverse Image
Repeat Image
Frame/Fold Erasure
AUTO Layout
All-Image Area

Image Shift/ Reduce & Shift
Stamp/Overlay
Loading Paper
Adding Toner

Shortcuts

Set Reserve Job (p. 6-22)

1 Touch **FREE JOB** to display the Reserve job setting screen while a current job is in progress.
2 Select copying conditions for the reserve job. Wait for the current job to complete its scanning operation, if necessary.
3 Position the Reserve job original(s) face up on the RADF (document feeder) tray or face down on the platen glass.
4 Press [START] to scan the Reserve job original(s).
When scanning for the Reserve job is completed, the Basic screen for the current printing job will be restored.
Copying for the reserve job will start when the current job is completed.

Store Originals Scanned from Platen (p. 6-28)

1 Position the original on the platen glass.
2 Make desired copying selections, and select the 1-1 or 1-2 copy mode.
3 Touch **STORE** on the Basic screen to highlight the Store mode.
4 Press [START] to scan and store the original image into memory.
Repeat Steps 1 and 4 until all originals are scanned.
5 Touch **STORE** to exit the Store mode.
6 Enter the print quantity amount.
7 Press [START] to begin copying.

Store Originals Scanned from RADF (p. 6-30)

1 Touch **STORE** on the Basic screen to highlight the Store mode.
2 Make desired copying selections.
3 Position no more than 100 originals at a time on the RADF (document feeder) tray.
4 Enter the print quantity amount.
5 Press [START] to scan the originals.
Repeat Steps 3 and 5 until all originals are scanned.
6 Touch **STORE** to exit the Store mode.
7 Press [START] to begin copying.

NOTES:
1. Page numbers indicated next to each Shortcut refer to the pages of the User's Manual where more detailed information can be found.
2. When using Platen Store mode or RADF Store mode in conjunction with other functions, check details on p. 6-28 and p. 6-30, respectively.

Shortcuts

Stapling & Folding and Folding (p. 7-12)

 1 Close the RADF (document feeder cover), then press [AUTO RESET] to reset the machine.
 2 Touch **OUTPUT APPLI.** to display the Finisher mode selection screen.
 3 Touch **STAPLING & FOLDING** or **FOLDING**, as needed.
 4 Touch **OK** to display the Basic screen.
 5 Make additional copying selections.
 6 Enter the print quantity amount.
 7 Position originals on the RADF tray.
 8 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Mixed Original (p. 8-8)

 1 Touch **SPECIAL ORIGINAL** to display the Special original screen.
 2 Touch **Mixed Original**.
 3 Make additional copying selections.
 4 Touch **OK** to return to the Basic screen.
 5 Select APS to copy on various sizes to match the originals, or select AMS mode to copy on one size.
 6 Enter the print quantity amount.
 7 Position mixed originals face up on the RADF (document feeder) tray.
   Combine ledger, legal, letter, 5.5"x8.5"/or legal, letter R, letter.
 8 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Sheet/Cover Insertion (p. 9-3)

 1 Touch **APPLI.** to display the Application selection screen.
 2 Touch **Sheet/Cover Insertion** to display the Sheet/Cover insertion screen.
 3 If desired, touch **FRONT COPY** or **FRONT BLANK**.
   If desired, touch **BACK COPY** or **BACK BLANK**.
 4 If desired, touch **COPY INSERTION** or **BLANK INSERTION**.
   Enter the page number for the first insertion location, then touch **SET**.
 5 Repeat Step 4 for each insertion location, touching **SET** after each entry.
 6 Select the desired tray source for the cover and /or insertion sheets.
 7 Touch **OK** to return to the Application selection screen.
 8 Make additional copying selections.
 9 Touch **OK** to return to the Basic screen.
10 Enter the print quantity amount.
11 Position originals face up on the document feeder tray.
12 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Shortcuts

Chapter (p. 9-8)

1. Touch **APPLI.** to display the Application selection screen.
2. Touch **Chapter** to display the Chapter page setting screen with 1-2 mode automatically selected.
3. Use the keypad to enter the page number of the first title page, then touch **SET**.
4. Repeat Step 3 for each additional title page, touching **SET** after each entry.
5. Touch **OK** to return to the Application selection screen.
6. Make additional copying selections.
7. Touch **OK** to return to the Basic screen.
8. Enter the print quantity amount.
9. Position (up to 100) originals face up on the RADF (document feeder) tray.
10. Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Combination: Copy 2, 4 or 8 originals on 1 sheet (p. 9-10)

1. Touch **APPLI.** to display the Application selection screen.
2. Touch **Combination** to display the Combination mode selection screen.
3. Touch **2 in 1**, **4 in 1**, or **8 in 1**.
4. Touch **OK** to return to the Application selection screen.
5. Make additional copying selections.
6. Touch **OK** to return to the Basic screen with AMS automatically selected. You may change this setting.
7. When all settings are correct, enter the print quantity amount.
8. Place original(s) face up on the RADF (document feeder) tray.
9. Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Booklet (p. 9-12)

1. First, load 11"x17" or 8.5"x11"R paper in a tray.
2. Touch **APPLI.** to display the Application selection screen.
3. Touch **Booklet** to display the Booklet mode selection screen.
4. Touch **NO COVER SHEET**, **COVER WITH COPY SHEET**, or **COVER WITH BLANK SHEET**.
5. Select the cover sheet tray source and the binding mode, if required.
6. Touch **OK** to return to the Application selection screen.
7. Make additional copying selections, or touch **OK** to return to the Basic screen.
8. Select 1-2 or 2-2 copy mode. To release AMS default, select magnification and copy size.
9. Touch **OUTPUT APPLI.** to select folding & stapling if the 3 Paper Tray Finisher is installed.
10. Touch **OK** to restore the Basic screen, then enter the print quantity amount.
11. Position letter-size originals face up on the RADF (document feeder) tray, in portrait orientation.
12. Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Shortcuts

Transparency Interleave (p. 9-15)

1 First, load the same size copy paper as the transparencies in any regular tray.
2 Insert one transparency sheet at a time into the Multi-sheet bypass tray.
3 Touch **APPLI.** to display the Application selection screen.
4 Touch **Transparency Interleave** to display the Transparency interleave screen.
5 Touch **Blank Sheet Interleaving** or **Copy Sheet Interleaving**, unless your choice is already highlighted.
6 Touch **OK** to return to the Application selection screen.
7 Make additional selections.
8 Touch **OK** to return to the Basic screen with the required print quantity of [1] automatically selected.
9 Position the original face up on the RADF (document feeder) tray or face down on the platen glass.
10 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Image Insert (p. 9-17)

1 In preparation, note the page No. locations of the images you will be scanning from the platen glass.
2 Touch **APPLI.** to display the Application selection screen.
3 Touch **Image Insert** to display the Image insertion No. setting screen.
4 Enter up to 30 page No. locations, touching **SET** after each entry.
5 When all page No. locations are entered, touch **OK** to restore the Application selection screen.
6 Make additional copying selections, or touch **OK** to return to the Basic screen. The Store mode is automatically selected.
7 To start scanning, position the regular originals face up on the document feeder tray, then press [START].
8 After the originals on the RADF (document feeder) tray are scanned, enter the print quantity amount for the job.
9 Next, position one original at a time on the platen glass in ascending order of pagination, i.e., 1~n.
The platen glass originals can be paste ups, graphs, photos, newspaper articles, or any non-standard document.
10 In turn, press [START] to scan each original from the platen glass.
11 Touch **STORE** to exit the Store mode.
12 Press [START] to combine the non-standard images scanned from the platen glass with the regular images scanned from the RADF (document feeder). When copying is completed, press [AUTO RESET] to reset machine.

Shortcuts

Book Copy (p. 9-19)

1 First, load letter sheets in a regular tray or in the Multi-sheet bypass tray.
2 Touch **APPLI.** to display the Application selection screen.
3 Touch **Book Copy** to display the Book copy screen with AUTO layout and Non-image area erase selected.
4 Touch **Full scan**, **Front cover + Full scan**, or **Front/Back cover + Full scan**, as required. To change the binding mode, touch **REVERSE THE SIDE OF OPEN PAGE**.
5 Touch **OK** to return to the Application selection screen.
6 Make additional copying selections.
7 Touch **OK** to return to the Basic screen with the Store mode automatically selected.
8 Select 1-1 or 1-2 copy mode and enter the print quantity amount.
9 Position the open book in the right rear corner on the platen glass.
10 Align the edges of the book with the right measuring guide plate, then press [START] to begin scanning.
11 Repeat Steps 9 to 10 to copy subsequent pages from the book, pressing [START] to scan each page.
12 Touch **STORE** to remove its highlight and thus turn off the Store mode.
13 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Program Job (p. 9-21)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **Program Job** to scan multiple sets of originals in different settings (called JOBs) and then to output them all as a complete set.
3 Make additional copying selections for the first JOB.
4 Touch **OK** to return to the Basic screen. Store mode is automatically selected.
5 Position original(s) face up in the document feeder or face down on the platen glass, select the tray you want to use, then press [START] to scan.
6 When scanning for the current JOB is completed, the popup menu will be displayed. To store the current JOB images, touch **DECISION**.
   To delete the images, touch **CANCEL**.
7 Repeat steps 3 to 6 until all JOB originals are scanned.
8 Select the desired output mode and enter the print quantity amount.
9 Touch **STORE** to remove its highlight and thus turn off the Store mode.
10 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Non-Image Area Erase (p. 9-23)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **Non-Image Area Erase**.
3 Make additional copying selections.
4 Touch **OK** to return to the Basic screen.
5 Enter the print quantity amount.
6 Position original face down on the platen glass, keeping the document cover open.
7 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Shortcuts

Reverse Image (p. 9-25)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **Reverse Image** to switch from the black-on-white copying mode to white-on-black copying.
3 Make additional copying selections.
4 Touch **OK** to return to the Basic screen.
5 Enter the print quantity amount.
6 Position original(s) face up on the RADF (document feeder) tray or face down on the platen glass.
7 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Repeat Image (p. 9-26)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **Repeat** to display the Repeat mode selection screen.
3 Touch **Vertical/Horizontal** to select the mode, then specify the vertical and horizontal widths of the scanning area using up/down arrow key, or touch **ENTER REPEAT WIDTH BY KEYPAD** to display a popup screen to enter a value from the touch screen keypad.
Touch **AUTO** to allow the machine to set the equal repeat area according to the size of the original placed onto the platen glass with non-image area erase functioning.
Touch **2 Repeat**, **4 Repeat**, or **8 Repeat** to allow the max. repeats according to the size of the original.
4 Touch **OK** to return to the Application selection screen.
5 Make additional copying selections.
6 Touch **OK** to return to the Basic screen.
7 Enter the print quantity amount.
8 Position original(s) face down on the platen glass.
If you selected the **AUTO** or **2/4/8 Repeat**, keep the document cover open during copying.
9 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Frame/Fold Erasure (p. 9-29)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **Frame/Fold Erasure** to display the Frame/Fold erasure selection screen.
3 Touch **Frame Erasure (All sides)** or **Frame Erasure (Each side)**, then enter a value or use the default setting.
4 Touch **Fold Erasure**, then enter a value or use the default setting.
5 Touch **OK** to complete the setting and return to the Application selection screen.
6 Make additional copying selections, or touch **OK** to return to the Basic screen.
7 Select copy size and enter the print quantity amount.
8 Position original(s) face up on the RADF (document feeder) tray or face down on the platen glass.
9 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Shortcuts

AUTO Layout (p. 9-31)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **AUTO Layout** to center the original image on the copy paper.
3 Make additional copying selections, or touch **OK** to return to the Basic screen.
4 Select copy size and enter the print quantity amount.
5 Position original face up in the document feeder or face down on the platen glass without skewing it. When using platen glass, DO NOT CLOSE the document cover.
6 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

All-Image Area (p. 9-33)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **All-image Area** if you wish to copy the image completely to the edges of the paper.
3 Make additional copying selections, or touch **OK** to return to the Basic screen.
4 Select copy size and enter the print quantity amount.
5 Position original(s) face up on the document feeder tray or face down on the platen glass.
6 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Image Shift/ Reduce & Shift (p. 9-34)

1 First, select a copy mode (1-1, 1-2, 2-1, 2-2) and a copy size from the Basic screen.
2 Touch **APPLI.** to display the Application selection screen.
3 Touch **Image Shift** to display the Image shift selection screen.
4 Touch **Image Shift** (or **Reduce & Shift**, if image loss is likely).
5 Touch **FRONT**, **BACK**, or **BOTH SIDES** to indicate the side(s) on which you want the shift to occur.
   When Booklet or 2 Repeat mode of Repeat has been selected, the PAGE SPACE setting is available.
6 Touch **UP SHIFT**, **DOWN SHIFT**, **RIGHT SHIFT**, or **LEFT SHIFT** to specify the shift direction.
7 Use the touch screen keypad to enter the shift amount , from 0 ~ 250 mm.
8 Touch **OK** to return to the Application selection screen.
9 Make additional copying selections, or touch **OK** to return to the Basic screen.
10 Enter the print quantity amount.
11 Position original(s) face up on the document feeder tray or face down on the platen glass.
12 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Shortcuts

Stamp/ Overlay (p. 9-38)

1 Touch **APPLI.** to display the Application selection screen.
2 Touch **Stamp/Overlay to** display the Stamp/Overlay selection screen.
3 Touch the desired stamp (**STAMP**, **SET NUMBERING**, **PAGE NUMBERING**, **DATE/TIME**, **WATERMARK**, and **WATERMARK NUMBERING**) to display the subsequent screen.
  On each screen, you can specify the desired stamp type of the selected stamp.
4 Specify the desired position, size, etc., according to the options provided on each screen, then touch **OK** to return to the Stamp/Overlay selection screen.
5 The Overlay function will be selected simply by touching **OVERLAY** to highlight it.
6 Touch **OK** to return to the Application selection screen.
7 Make additional copying selections, or touch **OK** to return to the Basic screen.
8 When Overlay is selected, the Store mode is automatically selected, and APS and AMS are released. Set the desired Copy mode, Copy density, Lens mode, and Copy size, then enter the print quantity amount.
9 Position original(s) FACE UP in document feeder or FACE DOWN on platen glass. When Overlay is selected, follow the scanning procedure below.
  (1) Position the overlaying original in the document feeder or on the platen glass, then press [START] to scan.
  (2) The second and subsequent pages are to be overlaid in printing. Place them in the document feeder or on the platen glass, then press [START].
    IMPORTANT: PLACE AND SCAN THE ORIGINALS IN REGULAR ORDER OF PAGINATION.
  (3) When scanning job is completed, touch **STORE** to remove its highlight and thus turn off the Store mode.
10 Press [START]. When copying is completed, press [AUTO RESET] to reset the machine.

Shortcuts

Loading Paper (p. 14-2)

Main Body User-Adjustable Trays: Tray 1 (500), Tray 2 (500), and Tray 3 (1,000)
1 Withdraw the main body tray, then place paper into the tray with the curl turning up. Load size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R or 5.5"x8.5" (portrait). Do not stack paper above the level of the red line.
2 Move the green levers located at the front and left side until they meet the edge of the stack of paper.
3 When paper is seated properly, push the tray back fully into the copier.

LCT (Large Capacity Tray) Service-Adjustable: Tray 4 (4,000)
1 Open the LCT upper door (lift lid).
2 Press the Paper load button located at the front of the LCT to lower the bottom place of the LCT.
3 Load the fixed size paper (8.5"x11" or A4) into the LCT with the paper curl turning down (see note).
4 Repeat Steps 2 and 3 until the bottom plate cannot go down any more. Do not stack paper above the paper hook level.
5 When the stack of paper is seated properly in the tray, close the LCT upper door (lid).

NOTE: When loading Tab sheets, be sure the tab extensions are positioned at the rear side of the tray (not at the front where the Paper load button is located), and jutting to the right, away from the hinged side of the LCT cover.

Adding Toner (p. 14-7)

> ⚠ **CAUTION**
>
> Do not incinerate toner and toner containers. Dangerous sparks may cause burn.

1 Open the machine front door and pull out the toner unit 90° to the right.
2 Move the toner cartridge lock lever toward the front until it stops, then remove the empty toner cartridge.
3 Shake the new toner cartridge several times to loosen toner, then remove the cartridge protective cap.
4 Set the new toner cartridge into the toner unit, aligning the hollow part of the cartridge with the arrow on the toner unit.
5 Move the toner cartridge lock lever BACK until it stops, then return the toner unit to its original position.
6 Close the machine front door.

Section 13 : Key Operator Mode

Key operator mode menu
Select one of following items

1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete job memory	10 Control panel adjustment

▼ PREVIOUS SCREEN

Key operator mode menu
Select one of following items

11 Tray size setting	16 Side 2 lens adjustment
12 Power save setting	17 Finisher adjustment
13 Memory switch setting	18 HDD management setting
14 Machine management list print	
15	

▲

Key Operator Mode

To the Key Operator

The key operator is trained to handle all special key operator functions that are not accessible to the general user, such as monitoring overall copier activity, machine performance, and service information; modifying machine settings; and controlling user activity, for billing purposes.

A unique 4-digit key operator password is normally set by service at installation. If the unique code is not set by service, the copier will not display Key Operator Password Entry Screen when the Key Operator mode is being accessed, and a key operator password will not be required. A service-set 8-digit ECM master key code must be entered by the key operator to access the Electronic Copy Monitor functions, and a service-set 4-digit Weekly timer master key code must be entered by the key operator to access the Weekly timer functions.

> To ensure the security of Key Operator mode, it is recommended that you establish a unique key operator password, along with the key operator ECM master key code and Weekly timer master key code, and keep them in a confidential file.

❒ HELP is unavailable in the Key Operator Mode

Help Screen
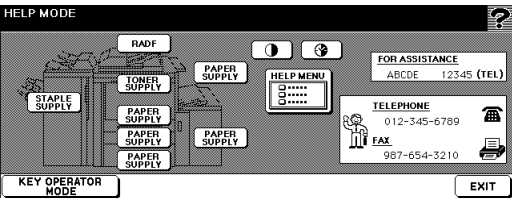
Key Operator Password Entry Screen
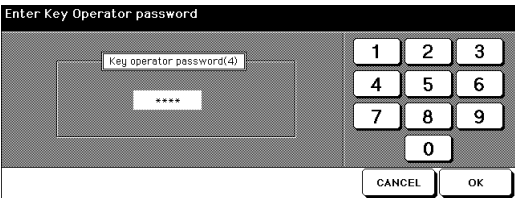
Key Operator Mode Screen 1
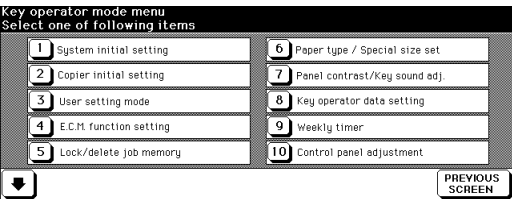
Key Operator Mode Screen 2
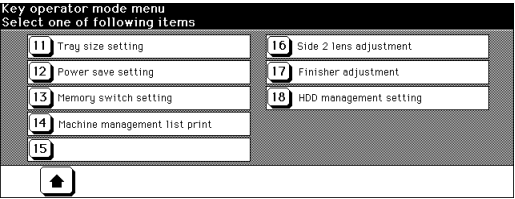
Key Operator Mode

To the Key Operator (continued)

How to Access the Key Operator Mode

1 Press the [HELP] button on the Control panel to display the Help Screen.
2 Then, touch the **Key Operator Mode** on the Help Screen.
   The Key Operator Password Entry Screen displays when the 4-digit key operator password is set by service.
   Otherwise, the Key Operator Mode Screen displays without the password requirement.
3 If the Key Operator Password Entry Screen is displayed, use the keypad on the touch screen to enter your 4-digit key operator password; then touch **OK**, to display the Key Operator Mode Screen. (See note.)
   If the key operator password is not valid, check with your service representative.
4 To display menus [11] to [18] of the Key Operator Mode Screen, touch the lower arrow key. To return the menu [1] to [10] of the Key Operator Mode Screen, touch the upper arrow key.
5 Make setting changes from the Key Operator Mode Screen, as described on the following pages.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

Function Menu Map

FUNCTION MENU	SUB FUNCTION MENU AND SETTING OPTIONS
[1] System initial setting	[1] Date&Time setting: [Present time; Setting time; Summer time] [2] Language select setting: [Japanese; English] [3] IP address setting: [IP address; Subnetmask; Gateway address; Line speed]
[2] Copier initial setting	Copy mode: [RADF; 1-1; 1-2; 2-1; 2-2] Copy density: [AES; manual] Lens mode: [AMS; ratio 0.33~4.00] Paper size: [APS; trays 1, 2, 3, 4, or Multi-sheet bypass tray] Output: [Output appli.; Staple-sort; Sort] Function: [Special original; Rotation off]
[3] User setting mode	[1] User density level 1 setting: [darker / lighter 16 levels] [2] User density level 2 setting: [darker / lighter 16 levels] [3] User lens mode ratio setting: [Userset 1; Userset 2; Userset 3 (ratio 0.33 ~ 4.00)]
[4] E.C.M. Function setting	[1] E.C.M. data edit: [Change; Add; Delete] [2] E.C.M. all count reset: [YES; NO] [3] E.C.M. function setting: [ECM On; ECM Off; Immediately; After job; Warning]
[5] Lock/delete job memory	
[6] Paper type / Special Size Set	Paper type: [Blank; Normal; Thick 1; Thick 2; Recycle; Thin; Color; TAB; Special; User; Fine; Seal] Special size: [STD size; STD size (special); Non STD size; Wide size paper]
[7] Panel contrast / Key Sound Adj.	[Panel contrast; Backlight contrast; Buzzer volume regulation]
[8] Key operator data setting	[Name; Key Operator Tel. No.]
[9] Weekly timer	[1] Weekly timer ON/OFF setting: [On; Off] [2] Timer setting: [ON time; OFF time] [3] Timer action ON/OFF setting: [ON; OFF] [4] Lunch hour Off setting: [Valid; Invalid] [5] Timer interrupt password setting: [4-digit password]
[10] Control panel adjustment	
[11] Tray size setting	ATS/APS switch: [ON; OFF] Tray priority: [Tray 1, Tray 2, Tray 3, LCT, Bypass]

Key Operator Mode

Function Menu Map (continued)

FUNCTION MENU   SUB FUNCTION MENU AND SETTING OPTIONS

[12] Power save setting	Auto low power: [5, 10, 15, 30, 60, 90, 120, 240] Auto shut off: [---, 30, 60, 90, 120, 240]
[13] Memory switch	[1] Auto reset timer [2] AUTO RESET key function [3] RADF-Original effect [4] Job memory auto recall (30) [5] Finisher mode by Full-auto [6] Initial by Key counter insert [7] Erasure outside area of original [8] RADF frame erasure selection [9] Automatic tray switching [10] Platen APS [11] RADF APS [12] Platen AMS [13] RADF AMS [14] Select tray when APS cancel [15] Platen original size detect [16] RADF original size detect [17] Platen orig. size detect (SMALL) [18] Rotation [19] Rotation (180 angle) [20] B6R size original type [21] A3, B4, 11x17, 8.5x14, F4 orig. type [22] Staple mode reset-function [23] Job offset operating [24] Continuation print [25] SDF Auto start [26] Key click sound [27] 1 SHOT indication time [28] Power save screen [29] START key latch function [30] STOP key function [31] Auto select of Booklet copy [32] E.C.M. password [33] Arrow key change (Image Shift) [34] Exit direction of 1 sheet [35] An interruption suspended way [36] E.C.M. password input timing [37] Key click sound (No paper/JAM) [38] Reserve copy function [39] Scan stop by a pull out tray [40] Change page no. pos. (booklet) [41] Trimmer (STD/Non STD size) (No function)

Key Operator Mode

Function Menu Map (continued)

FUNCTION MENU	SUB FUNCTION MENU AND SETTING OPTIONS
[14] Machine management list print	[1] Job memory list [2] User management list [3] E.C.M. management list [4] Font pattern list
[16] Side 2 lens adjustment	[---, -0.1 %, -0.2 %, -0.3 %]
[17] Finisher adjustment	[1] Stapling & Folding stopper adj. [2] Folding stopper adjustment
[18] HDD management setting	[1] Password list/delete [2] JOB auto delete period setting [3] State of HDD capacity

Key Operator Mode

System Initial Setting [1]

Set the following initial conditions of the copier.
- Date & Time setting: Current date and time, summer time
- Language select setting: Language used in LCD (English)
- IP address setting: IP address to be accessed from PC

Date & Time Setting [1]

Set the current date and time, and also the summer time.
❒ Default setting: Summer time off

System Initial Setting Menu Screen
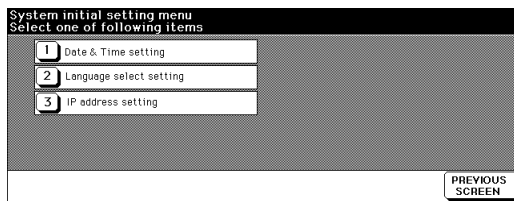
Date & Time Setting Screen
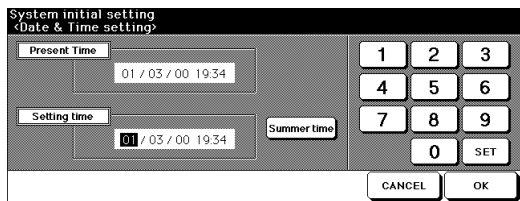
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
   Mode Screen.
   NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
2 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen,
   then touch **[1] Date & Time setting** to display the Date & Time Setting Screen.
3 Adjust the time.
   The time indicated by the copier is displayed in the upper line and ordered by date,
   month, year, and time (in 24-hour expression). In the lower line, the highlighted
   section can be changed by using the keypad on the screen.
   Touch **SET** to move the highlighted section to the number to be changed.
4 To activate the summer time function, touch **Summer time** to highlight it. The Present
   time will gain an hour.
5 Touch **OK** to update the Present time by the Setting time and return to the System
   Initial Setting Menu Screen.
6 If no further changes are required, proceed to step 8.
7 If other system initial settings are required, touch desired key.
8 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
9 Touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting [1] (continued)

Language Select Setting [2]

Select the language used in the LCD (English).

❏ Default setting: English

System Initial Setting Menu Screen

```
System initial setting menu
Select one of following items
 ┌─┐
 │1│ Date & Time setting
 └─┘
 ┌─┐
 │2│ Language select setting
 └─┘
 ┌─┐
 │3│ IP address setting
 └─┘

                              ┌──────────┐
                              │ PREVIOUS │
                              │  SCREEN  │
                              └──────────┘
```

Language Selection Screen
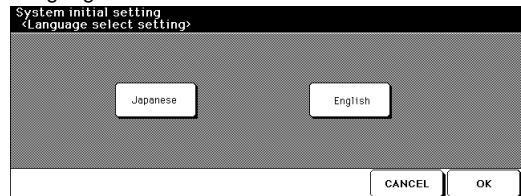
```
System initial setting
<Language select setting>


      ┌──────────┐          ┌──────────┐
      │ Japanese │          │ English  │
      └──────────┘          └──────────┘


                      ┌────────┐  ┌──────┐
                      │ CANCEL │  │  OK  │
                      └────────┘  └──────┘
```

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
  Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
  Mode Screen.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

2 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen,
  then touch **[2] Language select setting** to display the Language Selection Screen.

3 Touch **English**.

4 Touch **OK** to complete the setting and return to the System Initial Setting Menu
  Screen.

5 If no further changes are required, proceed to step 7.

6 If other system initial settings are required, touch desired key.

7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

8 Touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

System Initial Setting [1] (continued)

IP Address Setting [3]

This setting is required to enable a PC to gain access to this machine.

NOTE: Ask your network manager to perform this setting. Incorrect setting may cause a trouble in other network systems.

❐ Setting options: IP address; Subnetmask; Gateway addess, Line speed

System Initial Setting Menu Screen

IP Address Setting Screen

Line Speed Setting Screen

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
  Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

2 Touch **[1] System initial setting** to display the System Initial Setting Menu Screen, then touch **[3] IP address setting** to display the IP Address Setting Screen.

3 Make the required setting. When customizing the line speed, touch **Line speed setting** to display the Line Speed Setting Screen. Touch the desired key, then touch **OK** to restore the IP Adress Setting Screen.

4 Touch **OK** to complete the setting and return to the System Initial Setting Menu Screen.

5 If no further changes are required, proceed to step 7.

6 If other system initial settings are required, touch desired key.

7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

8 Touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.
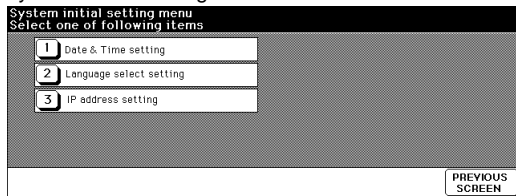
Key Operator Mode

Copier Initial Setting [2]

Initial settings are the settings that display automatically when the copier is powered on, when Auto/Reset timer is operated, or when [AUTO RESET] key is pressed. These settings can be changed by the key operator, as shown in this section.
Initially, i.e., at installation, the Basic Screen displays the following condition to meet Energy Star requirements:

Initial Setting

Copy Mode: 1-1
Copy Density: AES
Lens Mode: 1:1
Paper Tray: APS
Output Mode: offset sort

When Initial settings are changed by the key operator, the new initial settings display when the copier is powered on, when Auto/Reset timer is reached, or when [AUTO RESET] key is pressed.

The following initial settings can be changed by the key operator:

Copy mode: [RADF; 1-1; 1-2; 2-2; 2-1]
Copy density: [AES; manual]
Lens mode: [AMS; ratio 0.33~4.00]
Paper tray: [APS; trays 1, 2, 3, or 4]
Output mode: [non-sort; group; staple-sort; stapling & folding; folding; cover sheet]
Special original: [Image Quality; Text/Photo Enhance; Special Original; Original Form]
Rotation: OFF

Setting procedures are described on the following pages.

NOTE: The most commonly-used settings are established at installation. Before changing any of the copier settings, be sure that you understand the overall and long-range effect of the change.

Key Operator Mode

Copier Initial Setting [2] (continued)
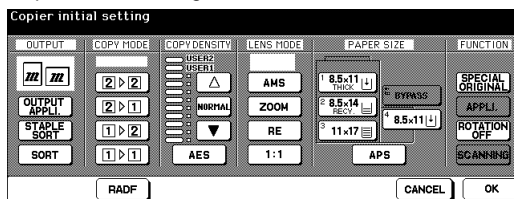
Key Operator Mode Screen   Copier Initial Setting Screen

1   Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
    Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
    Mode Screen.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

2   Touch **[2] Copier initial setting** to display the Copier Initial Setting Screen.
3   Make a selection for each mode as initial settings.
    Touch **RADF** to select or deselect it.
4   Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
5   If no further changes are required, proceed to step 7.
6   If other key operator settings are required, touch desired key.
7   Touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

User Setting Mode [3]

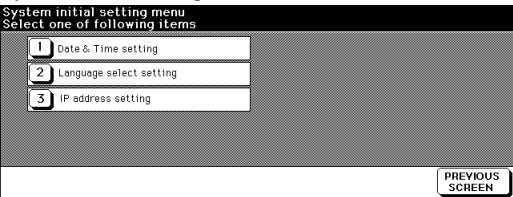Set two userset density levels and three USERSETs of magnification.

User Density Level 1 Setting [1]

Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER 1.
The programmed copy density can be recalled by selecting USER 1 on the Basic Screen.
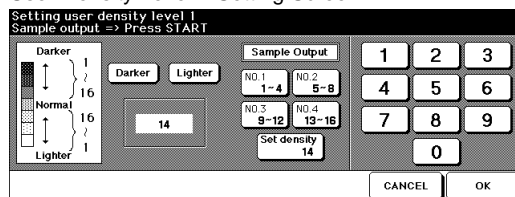
User Setting Mode Menu Screen   User Density Level 1 Setting Screen

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

2 Touch **[3] User setting mode** to display the User Setting Mode Menu Screen, then touch **[1] User density level 1 setting** to display the User Density Level 1 Setting Screen.

3 Place the original on the platen glass or in the RADF.

4 Touch **Darker** or **Lighter** to select the density level to be programmed.

5 Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, **No.4 13~16**, or **Set density ##**, then press [START]. The density level sample sheet will be output.

6 Select the desired exposure from the sample sheet(s), then enter the density level No. by using the touch screen keypad.

7 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.

8 If no further changes are required, proceed to step 10.

9 If other user setting changes are required, touch desired key, from [1]~[3].

10 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

11 Touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

User Setting Mode [3] (continued)

User Density Level 2 Setting [2]

Output copying samples from 16 density levels from Lighter to Normal or Normal to Darker, then select the desired exposure and program it as USER 2.
The programmed copy density can be recalled by selecting USER 2 on the Basic Screen.
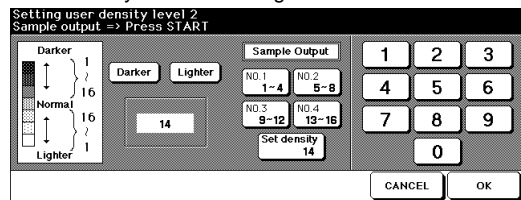
User Setting Mode Menu Screen   User Density Level 2 Setting Screen

1. Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen.

   NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

2. Touch **[3] User setting mode** to display the User Setting Mode Menu Screen, then touch **[2] User density level 2 setting** to display the User Density Level 2 Setting Screen.
3. Place the original on the platen glass or in the RADF.
4. Touch **Darker** or **Lighter** to select the density level to be programmed.
5. Touch **No.1 1~4**, **No.2 5~8**, **No.3 9~12**, **No.4 13~16**, or **Set density ##**, then press [START]. The density level sample sheet will be output.
6. Select the desired exposure from the sample sheet(s), then enter the density level No. by using the touch screen keypad.
7. Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.
8. If no further changes are required, proceed to step 10.
9. If other user setting changes are required, touch desired key, from [1]~[3].
10. Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.
11. Touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.
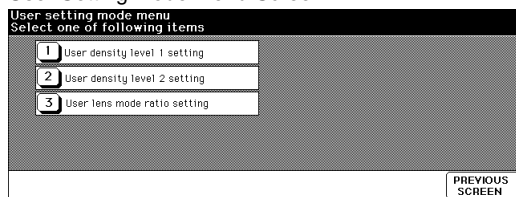
Key Operator Mode

User Setting Mode [3] (continued)

User Lens Mode Ratio Setting [3]

The preset and userset ratios available on the Basic Screen are used to reduce and enlarge the original image to accommodate copy paper size.
Normally, users are allowed to change the three **USERSET**s in the bottom line on the User Lens Mode Ratio Setting Screen. The preset keys in the top and middle lines can be programmed in 2-5 DIPSW mode for special purposes, but ordinarily, it is recommended that they remain unchanged.

❐ Setting options: Userset or Preset ratio
❐ Default setting: USERSET1: 4.00
                         USERSET2: 2.00
                         USERSET3: 0.50

User Setting Mode Menu Screen
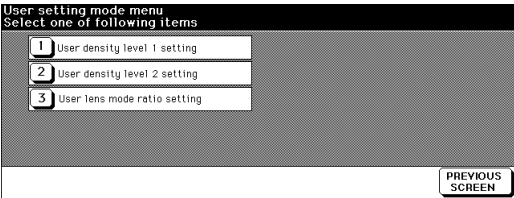
User Lens Mode Ratio Setting Screen
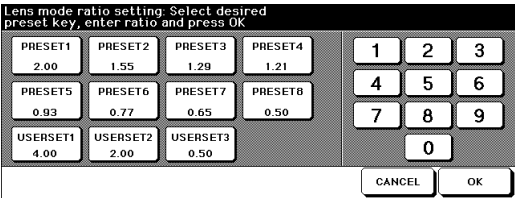
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

2 Touch **[3] User setting mode** to display the User Setting Mode Menu Screen, then touch **[3] User lens mode ratio setting** to display the User Lens Mode Ratio Setting Screen.

3 Touch the **USERSET** you want to change, then enter a ratio from 0.33~4.00, using the keypad.
If a ratio under 0.33 is entered, 0.33 will be displayed.
If a ratio over 4.00 is entered, 4.00 will be displayed.

4 Touch **OK** to complete the setting and return to the User Setting Mode Menu Screen.

5 If no further changes are required, proceed to step 7.

6 If other user setting changes are required, touch desired key, from [1] ~ [3].

7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen.

8 Touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.
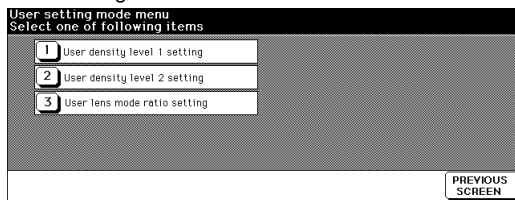
Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4]

This function can only be accessed by the key operator after a 8-digit ECM master key code is entered. The Electronic Copy Monitor allows you to monitor all copying activity by controlling ECM password accounts.

This feature can track copier usage for individual users and/or accounts as well as limit access to the copier to authorized users. Copy quantity limits for specific accounts can also be set. Use the ECM Key Operator Form provided at the end of this section to record ECM password information.

The ECM stores up to 1,000 ECM passwords, each of which represents a separate account that can be used for billing and recordkeeping. The number of users assigned to each account may depend upon the billing system in operation and the number of individuals and departments using the copier. When the ECM is activated, copying can be performed only after a valid ECM password is entered.
Copy quantity and copy limit for each account can be visually confirmed on the screen.

If ECM needs to be activated on your machine, contact your service representative.

The following ECM settings can be made:

[1] E.C.M. data edit:
Change, add, or delete ECM data, and reset the copy count of the individual account.

[2] E.C.M. all count reset:
Clear the copy count for all accounts.

[3] E.C.M. function setting:
Select the ECM function to be on or off, and also set the machine condition when the copy limit is reached to stop immediately or after a job is completed, or to only display a warning message.

Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4] (continued)

How to Access the ECM Setting Mode

Key Operator Mode Screen
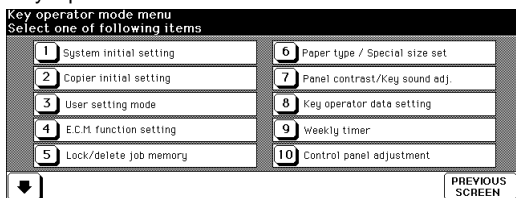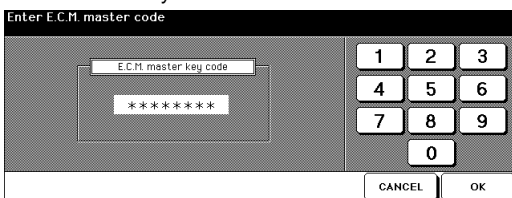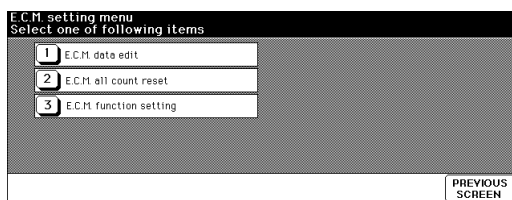
Key operator mode menu	
Select one of following items	
1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M function setting	9 Weekly timer
5 Lock/delete job memory	10 Control panel adjustment
↓	PREVIOUS SCREEN

ECM Master Key Code Screen

Enter E.C.M. master code	
E.C.M. master key code	1 2 3
✱✱✱✱✱✱✱✱	4 5 6
	7 8 9
	0
	CANCEL OK

ECM Setting Menu Screen

E.C.M. setting menu
Select one of following items
1 E.C.M. data edit
2 E.C.M all count reset
3 E.C.M. function setting
PREVIOUS SCREEN

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
   If the key operator password is not valid, check with your service representative.
2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays, if a code is required.
3 Use the keypad on the touch screen to enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen. (See note 2.)
4 Select the desired ECM function, and make settings, as required.
   To exit the ECM mode, touch **PREVIOUS SCREEN** on ECM Setting Menu Screen.
5 To exit the Key Operator mode, touch **PREVIOUS SCREEN** on the Key Operator Mode Screen to restore the Basic Screen.

NOTES:
   1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
   2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code. The ECM master key code can be set to less than 8 digits by the Memory switch setting of the Key operator function.

Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4] (continued)

E.C.M. Data Edit [1]

Use this setting to display the list of copy count and copy limit for each account, to change, add, or delete the ECM data, and to reset the copy count of the individual account.

❒ ECM No.: Designated by key operator
❒ ECM Password: Unique 8-digit numeric code programmed by key operator for user
❒ User Name: Max. 8 characters
❒ Copy Limit: 0 to 999,999 copies

ECM Setting Menu Screen

ECM Data Edit Screen

ECM Data Change Screen

ECM Data Add Screen

Password Duplication Screen

Name Duplication Screen

Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4] (continued)

E.C.M. Data Edit [1] (continued)

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
Mode Screen. (See note 1.)
2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays, if a
code is required.
3 Enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting
Menu Screen. (See note 2.)

NOTES:
    1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
    2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

4 Touch **[1] E.C.M. data edit**. The ECM Data Edit Screen will be displayed.
To change, add, or delete the ECM data, and to reset the copy count of the individual
account, follow the procedure for each as described below.

To Change ECM Data:
(1) Touch ▲ or ▼ key on the right side of the list to highlight the ECM data to be
changed, then touch **Change**. The ECM Data Change Screen will be displayed.
(2) Touch the desired item key to highlight it, then enter new data by using the touch
screen keypad.
    Password: 8 digits max. (See note 1.)
    Name: 8 characters max. (See note 2.)
    Limit: 999,999 copies max.

NOTES:
    1 We recommend that you make a list of all ECM passwords and account numbers.
    2 If an invalid user name is entered, continue by the valid name.

(3) Touch **OK** to complete the setting and to verify whether the same password or name
has been already used for another account No.
When a password is duplicated:
The Password Duplication Screen will be displayed. Touch **YES** to re-enter new
password, or **NO** to create duplicate password.

NOTE: If duplicate password is created, the number of copies will be counted only for the ECM password
      with the smallest No. We recommend you do not use duplicate ECM password.

When a name is duplicated:
The Name Duplication Screen will be displayed. Touch OK to re-enter new name.

Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4] (continued)

E.C.M. Data Edit [1] (continued)

To Add ECM Data:
(1) Touch **Add** on the ECM Data Edit Screen. The ECM Data Add Screen will be displayed.
(2) Touch the desired item key to highlight it, then enter the data by using the touch screen keypad.
   Password: 8 digits max. (See note 1.)
   Name: 8 characters max. (See note 2.)
   Limit: 999,999 copies max.
NOTES:
   1 We recommend that you make a list of all ECM passwords and account numbers.
   2 If an invalid user name is entered, continue by the valid name.
(3) Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account No.
   When a password is duplicated:
   The Password Duplication Screen will be displayed. Touch **YES** to re-enter new password, or **NO** to create duplicate password.
NOTE: If duplicate password is created, the number of copies will be counted only for the ECM password with the smallest No. We recommend you do not use duplicate ECM password.
   When a name is duplicated:
   The Name Duplication Screen will be displayed. Touch OK to re-enter new name.

To Delete ECM Data:
(1) Touch ▲ or ▼ key on the right side of the list to highlight the ECM data to be deleted, then touch **Delete**. The Delete Confirmation Screen will be displayed.
(2) Touch **YES** to delete, or **NO** to cancel.

To Clear ECM Count:
(1) Touch ▲ or ▼ key on the right side of the list to highlight the desired ECM data, then touch **COUNT RESET**. The Reset Confirmation Screen will be displayed.
(2) Touch **YES** to clear the copy count of the selected ECM data, or **NO** to cancel.

Delete Confirmation Screen

Reset Confirmation Screen

Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4] (continued)

E.C.M. Data Edit [1] (continued)

5 If other ECM setting changes are required, touch **PREVIOUS SCREEN** on the ECM Data Edit Screen to return to the ECM Setting Menu Screen. Touch desired key, from [1]~[3].

6 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].

7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4] (continued)

E.C.M. All Count Reset [2]

Reset the count for all ECM accounts.

ECM Setting Menu Screen
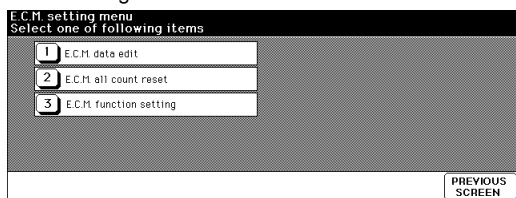
ECM All Count Reset Screen
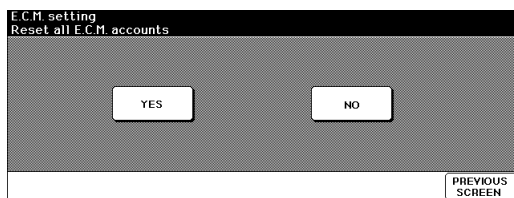
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
   Mode Screen. (See note 1.)
2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays, if a
   code is required.
3 Enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting
   Menu Screen. (See note 2.)
4 Touch **[2] E.C.M. all count reset**. The ECM All Count Reset Screen will be displayed.
5 Touch **YES** to reset all counters to zero and to return to the ECM Setting Menu
   Screen.
   Or, touch **NO** to cancel. Touching **PREVIOUS SCREEN** will also cancel this function
   and return to the ECM Setting Menu Screen.
6 If other ECM setting changes are required, touch desired key, from [1]~[3].
7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key
   operator settings are required, select the desired menu item, from [1] to [18].
8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic
   Screen to perform copying operations.

NOTES:
    1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
    2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

Key Operator Mode

ECM (Electronic Copy Monitor) Function Setting [4] (continued)

E.C.M. Function Setting [3]

Use this function to turn ECM On or Off; or to select whether the copier will stop at the time the count limit is reached, or after the current copy job is completed.

ECM Setting Menu Screen
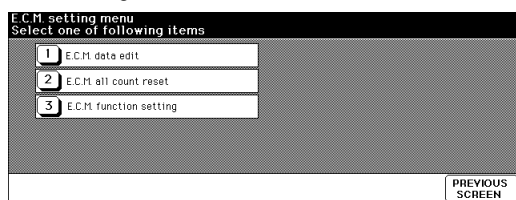
ECM Function Setting Screen
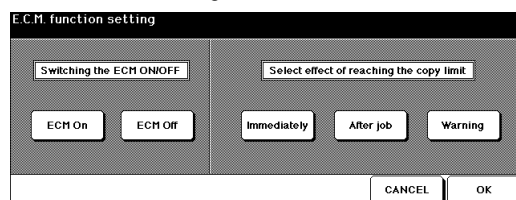
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
2 Touch **[4] E.C.M. function setting**. The ECM Master Key Code Screen displays, if a code is required.
3 Enter your 8-digit ECM master key code, then touch **OK** to display the ECM Setting Menu Screen. (See note 2.)
4 Touch **[3] E.C.M. function setting**. The ECM Function Setting Screen will be displayed.
5 Touch **ECM On** to activate ECM or touch **ECM Off** to de-activate ECM.
   The selected key will be highlighted.
6 Touch **Immediately** to stop the machine when the copy limit is reached.
   In this case, the paper in process will be completed, and "Enter ECM password" will display after the copier stops.
   Touch **After job** to stop the machine after the current job is completed, when copy limit is reached.
   Touch **Warning** only to display a warning message when copy limit is reached.
   The selected key will be highlighted.
7 Touch **OK** to complete the setting and return to the ECM Setting Menu Screen.
8 If other ECM setting changes are required, touch desired key, from [1]~[3].
9 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].
10 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTES:
   1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
   2 If an invalid ECM master key code is entered, continue by entering the valid 8-digit code.

Key Operator Mode

Lock/Delete Job Memory [5]

Use this function to lock/unlock or delete a Job that has been programmed.
A locked Job is indicated by a lock icon (🔒) on the Lock/Delete Job Memory Screen.
The settings of a locked job cannot be changed.

❏ Setting options: Lock Job memory; Unlock Job memory; Delete Job memory
❏ Lock/delete is available for all 30 stored jobs
❏ A blank key indicates that no job is programmed
❏ ✱✱✱✱✱✱✱✱✱✱✱✱✱✱ indicates that a job is programmed but unnamed

Key Operator Mode Screen   Lock/Delete Job Memory Screen
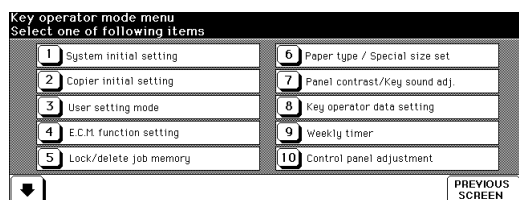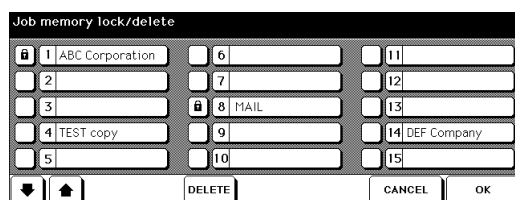
Key operator mode menu	
Select one of following items	
1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete job memory	10 Control panel adjustment

Job memory lock/delete		
🔒 1 ABC Corporation	6	11
2	7	12
3	🔒 8 MAIL	13
4 TEST copy	9	14 DEF Company
5	10	15

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
   Mode Screen. (See note.)
2 Touch **[5] Lock/delete job memory** to display the Lock/Delete Job Memory Screen.
   To lock/unlock a job memory;
   (1) Touch the key on the left side of the desired job number. Use arrow keys to scroll
       to the desired job number, if required.
   (2) The lock icon will appear on the touched key to show that the selected job is
       locked. The previously locked job will be unlocked when selected, and the lock
       icon on the touched key will disappear.
   To delete a job memory;
   (1) Touch the job number you want to delete. Use arrow keys to scroll to the desired
       job number, if required.
   (2) Touch **DELETE**. Selected programs and the name will be deleted from the job
       memory.
3 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
4 If other key operator settings are required, touch desired key, from [1] to [18].
5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic
   Screen to perform copying operations.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

Paper Type / Special Size Set [6]

Use this function to indicate a specific paper type or to specify a special paper size for each tray key on the Basic Screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.

Key Operator Mode Screen
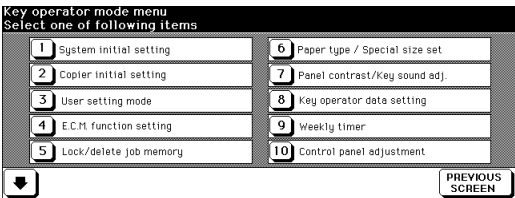
Paper Type Setting Screen

Special Size Setting Screen (STD size)
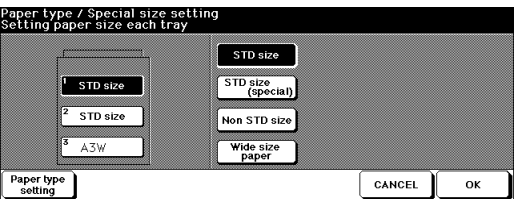
Special Size Setting Screen (STD size (special))
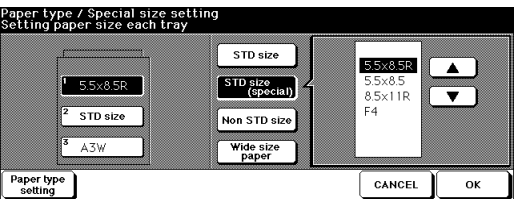
Special Size Setting Screen (Non STD size)
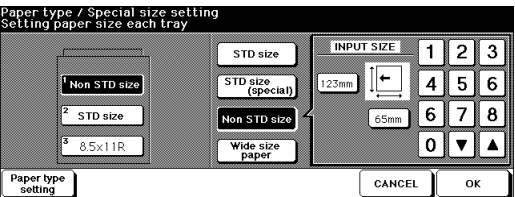
Special Size Setting Screen (Wide size paper)
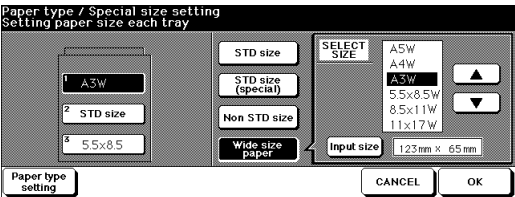
Special Size Setting Screen (Input size)
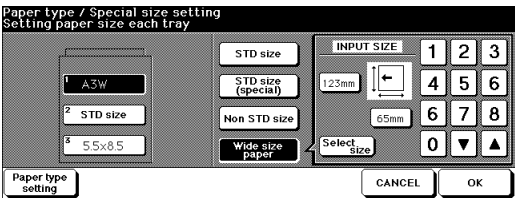
Key Operator Mode

Paper Type / Special Size Set [6] (continued)

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
  Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
  Mode Screen. (See note.)
2 Touch **[6] Paper type / Special size set** to display the Paper Type Setting Screen.

  To specify paper type;
  (1) Touch the desired paper tray key to highlight it.
  (2) Touch the arrow keys to select paper type.

  To specify special size;
  (1) Touch **Special size setting** on the Paper Type Setting Screen to display the
      Special Size Setting Screen.
  (2) Touch the desired paper tray to highlight it.
  (3) Touch a paper size key to specify a paper size for the selected tray.
    • Select **STD size** to allow the machine to automatically detect the size of paper
      loaded in the tray and indicate it on the tray key.
    • Select **STD size (special)** to display the popup menu to show available paper sizes
      to be specified. Use arrow keys on the popup menu to select the desired size.
    • Select **Non STD size** to display the popup menu to enter the paper size by using
      arrow keys or touch screen keypad.
    • Select **Wide size paper** to display the popup menu to show available wide paper
      sizes to be specified. Use arrow keys on the popup menu to select the desired
      wide size, then touch **Input size** to display the popup menu to enter the paper size
      by using arrow keys or touch screen keypad.

3 Touch **OK** on the Paper Type Setting Screen or on the Special Size Setting Screen to
  complete the setting and return to the Key Operator Mode Screen.
4 If other key operator settings are required, touch desired key, from [1] to [18].
5 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic
  Screen to perform copying operations.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
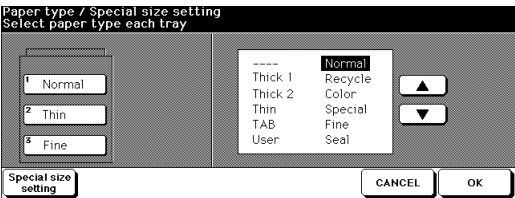
Key Operator Mode

Panel Contrast / Key Sound Adjustment [7]

Use this feature to adjust the level of brightness of the touch screen portion of the control panel, and also the volume of the touch key.

Key Operator Mode Screen

Panel Contrast/ Key Sound Adjustment Screen

Key operator mode menu	
Select one of following items	
1 System initial setting	6 Paper type / Special size set
2 Copier initial setting	7 Panel contrast/Key sound adj.
3 User setting mode	8 Key operator data setting
4 E.C.M. function setting	9 Weekly timer
5 Lock/delete job memory	10 Control panel adjustment
↓	PREVIOUS SCREEN

Adjust contrast / key click sound with arrows & press OK

mita ®

Panel contrast adjustment
▼ Dimmer ▲ Brighter

Buzzer volume regulation
▼ Small ▲ Big

Backlight contrast adjustment
▼ Dimmer ▲ Brighter

OK

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
  Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note.)
2 Touch **[7] Panel contrast/Key sound adj.** to display the Panel Contrast/ Key Sound Adjustment Screen.
3 Adjust the Panel contrast, Backlight contrast, or Buzzer volume, as desired.
  Touch **Dimmer** to make the panel or backlight contrast dimmer than currently displayed, or touch **Brighter** to make the panel or backlight contrast brighter than currently displayed.
  Touch **Small** or **Big** to regulate the buzzer volume of the touch keys.
4 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
5 If other key operator settings are required, touch desired key, from [1] to [18].
6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTES:
  1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
  2 The control panel contrast feature can be adjusted from the Help screen provided the feature setting is activated by Service. When the Control panel contrast key is pressed, the Contrast adjustment screen will be displayed. Contact your service representative if the feature is required.
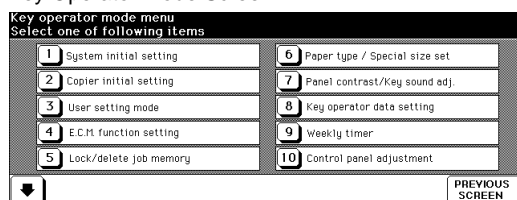
Key Operator Mode

Key Operator Data Setting [8]

Use this screen to enter the name and extension number of the key operator indicated on the Help Screen developed from the Basic Screen.

❒ Setting options: 5-digit key operator telephone extension; Max. 8-character key operator name

Key Operator Mode Screen
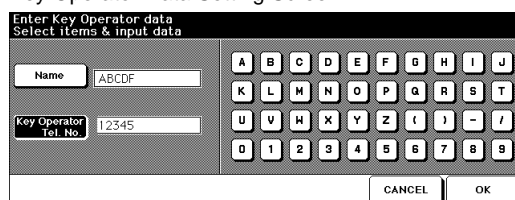
Key Operator Data Setting Screen

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note.)
2 Touch **[8] Key operator data setting** to display the Key Operator Data Setting Screen.
3 Touch **Name** to highlight it, then enter the key operator name up to 8 characters from the touch screen keypad.
4 Touch **Key Operator Tel. No.** to highlight it, then enter a 5-digit extension number from the touch screen keypad. If the extension number is less than 5 digits, use a hyphen [-] to make it five. The hyphen added in the beginning will be indicated as a space on the Help Screen.
5 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
6 If other key operator settings are required, touch desired key, from [1] to [18].
7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.
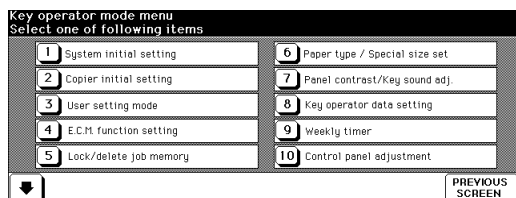
NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
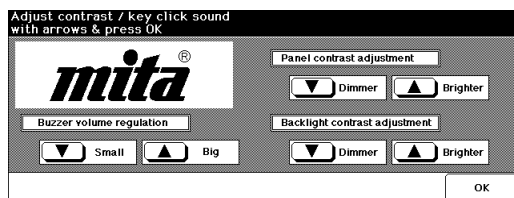
Key Operator Mode

Weekly Timer [9]

This function can be accessed only by the key operator after a unique 4-digit Weekly timer master key code is entered.

The Weekly Timer is a copier management function that shuts down power to the machine on a daily or hourly basis, and can be programmed specifically for lunch breaks, weekends and holidays, or any time the copier is not required.
In Addition, Timer Interrupt can be enabled (with or without a password requirement) to allow temporary use of the machine during periods when power is shut down by the Timer function.

Conditions required to use the Weekly Timer
- The power plug is inserted into the socket.
- The power switch is turned on.
- The current date and time are correctly set.

If the Weekly timer needs to be activated on your machine, contact your service representative.

The following Weekly timer settings can be made.

[1] Weekly timer ON/OFF setting
Enable and disable the Timer function.

[2] Timer Setting
Specify the times that the copier will turn ON and OFF for each day of the week or the entire week.

[3] Timer action ON/OFF Setting
Specify the working days of the machine by the Timer, for all Mondays through Sundays, and/or individually for each day of the given month.

[4] Lunch hour off setting
Specify the lunch time interval during which the copier will go off and on.

[5] Timer interrupt password set
Require Password entry for the Timer off function and establish the amount of usage time.

NOTES:
1 The time is set in terms of the 24 hour clock, where hour [1] is the first hour after midnight; and hour [24] is the hour of midnight. For example, 6 a.m. is 06:00 hours; 6 p.m. is 18:00 hours.
2 The [AUTO RESET] key is used to change numbers determined by the **SET** touch key.

Key Operator Mode

Weekly Timer [9] (continued)

How to Access the Weekly Timer Setting Mode

Key Operator Mode Screen
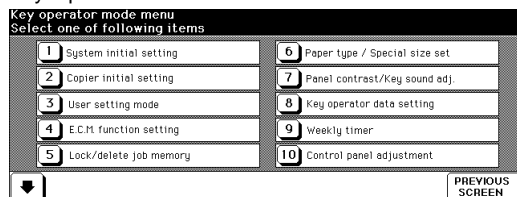
Weekly Timer Master Key Code Screen
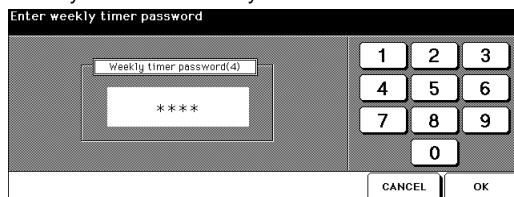
Weekly Timer Setting Menu Screen
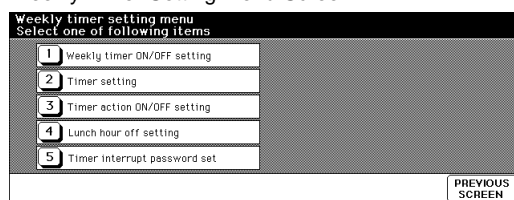
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
   Mode Screen. (See note 1.)
2 Touch **[9] Weekly timer**.
   The Weekly Timer Master Key Code Screen displays, if a code is required.
3 Use the keypad on the touch screen to enter your 4-digit Weekly timer master key
   code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)
4 Select the desired Weekly timer function, and make settings, as required.
5 To exit the Weekly timer mode, touch **PREVIOUS SCREEN** on the Weekly Timer
   Setting Menu Screen.
6 To exit the Key operator mode, touch **PREVIOUS SCREEN** on the Key Operator Mode
   Screen to restore the Basic Screen.

NOTES:
1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
2 If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

Weekly Timer [9] (continued)

Weekly Timer On/Off Setting [1]

Weekly Timer Setting Menu Screen
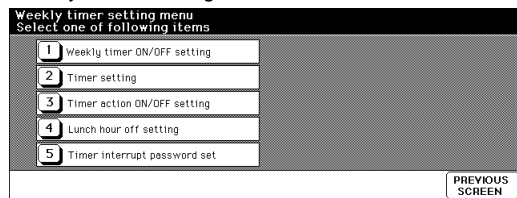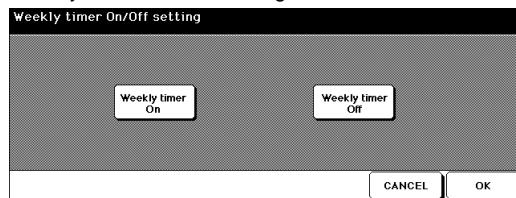
Weekly Timer On/Off Setting Screen

1. Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
2. Touch **[9] Weekly timer**. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)
3. Touch **[1] Weekly timer ON/OFF setting** to display the Weekly Timer On/Off Setting Screen.
4. Touch **Weekly timer On** to activate Weekly timer, or touch **Weekly timer Off** to de-activate Weekly timer. The default setting is Weekly timer Off.
   The selected key will be highlighted.
5. Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.
6. If other Weekly timer settings are required, select another desired menu item, from [1]~[5].
7. Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].
8. If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTES:
1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
2 If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

Weekly Timer [9] (continued)

Timer Setting [2]

Use this function to set the On/Off times in hours and minutes for each day of the week or set the collective time for the entire week, i.e., the same On/Off time for each day.

Weekly Timer Setting Menu Screen

Weekly Timer On/Off Time Setting Screen

Weekly Timer On/Off Time Collective Setting Screen

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
  Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)

2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)

   NOTES:
   1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
   2 If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

3 Touch **[2] Timer setting** to display the Weekly Timer On/Off Time Setting Screen.

4 When the screen is displayed, the ON-time of Monday is always highlighted.
  Enter a 2-digit ON-hour (ex. 8 a.m. is 08) and a 2-digit ON-minute (ex. 7 min. is 07) using the touch screen keypad, and then touch **SET**.
  Touching **SET** repeatedly will shift the input section from Monday ON, Monday OFF, Tuesday ON, Tuesday OFF e.g.

   NOTES:
   • If ON-time and OFF-time are the same, power will not go on.
   • If the setting is 00:00~00:00, you will not be able to set the copiers off/on condition for specific days.

   When setting Sunday OFF-time, Monday ON-time is highlighted again. Proceed to step 6.

Key Operator Mode

Weekly Timer [9] (continued)

Timer Setting [2] (continued)

5 To set the ON/OFF time collectively for more than one day of the week, touch **Collectively timer setting** to display the Weekly Timer On/Off Time Collective Setting Screen.

6 When you open this screen, the ON and OFF times are always set at 00:00~00:00. Touch to highlight the day(s) of the week to be set. More than one can be selected at a time.
   Enter the ON-time and OFF-time using the touch screen keypad, and then touch **SET** after each entry.

7 Touch **OK** on the Weekly Timer On/Off Time Setting Screen or on the Weekly Timer On/Off Time Collective Setting Screen to complete the setting, and return to the Weekly Timer Setting Menu Screen.

8 If other Weekly timer settings are required, select another desired menu item, from [1]~[5].

9 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].

10 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

Key Operator Mode

Weekly Timer [9] (continued)

Timer Action On/Off Setting [3]

Use this function to set the On/Off condition of the copier for a given month. Set the On-Off condition for specific days; or collectively, for all Mondays through Sundays of the given month. The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.

Weekly Timer Setting Menu Screen

Timer Action On/Off Setting Screen

Timer Action Change Confirmation Screen
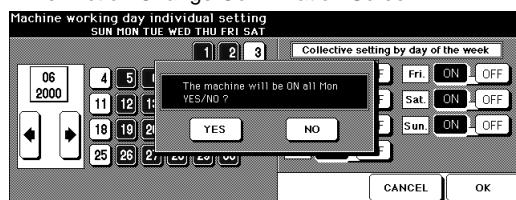
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
  Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)
  NOTES:
  1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
  2 If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.
3 Touch **[3] Timer action ON/OFF setting** to display the Timer Action On/Off Setting Screen.
  The days of the current month are displayed on the left half of the screen, with timer-active days highlighted.
4 To activate or deactivate the Timer for any individual day, touch the key for that day to change its indication.
  To change the month, use arrows to scroll to the desired month.

Key Operator Mode

Weekly Timer [9] (continued)

Timer Action On/Off Setting [3] (continued)

5 To collectively set the on/off data for the entire month by the day of the week, touch the **ON** or **OFF** key for the desired day on the right half of the screen. If you touch an already-highlighted key, no change will occur.

6 If any change is made in the collective setting area, the Timer Action Change Confirmation Screen will be displayed.
Touch **YES** to change the timer action, or touch **NO** to cancel.
The Timer Action On/Off Setting Screen will be restored.

7 Touch **OK** on the Timer Action On/Off Setting Screen to complete the setting and return to the Weekly Timer Setting Menu Screen.

8 If other Weekly timer settings are required, select another desired menu item, from [1]~[5].

9 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].

10 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.
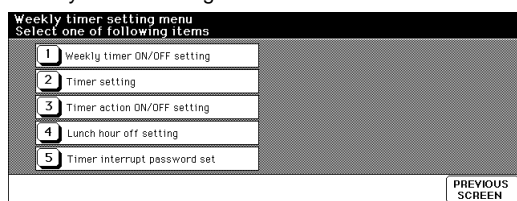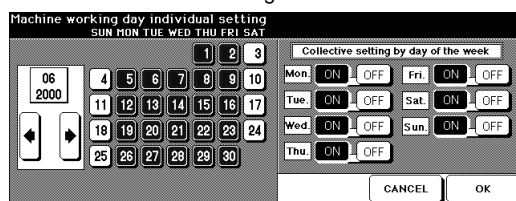
Key Operator Mode

Weekly Timer [9] (continued)

Lunch Hour Off Setting [4]

The Weekly timer function turns the copier ON and OFF once a day. Use the Lunch hour off function to shut down power during the lunch break and then turn it on again according to the Weekly timer function setting. Only one off-time interval can be programmed.

Weekly Timer Setting Menu Screen

Lunch Hour Off Setting Screen

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)
2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)
3 Touch **[4] Lunch hour off setting** to display the Lunch Hour Off Setting Screen.
4 Touch **Function Valid** to activate the Lunch hour off function. Set OFF-time and Restart-time using the touch screen keypad, and then touch **SET** after each entry.
   Touch **Function Invalid** to de-activate the Lunch hour off function. The time setting area will appear grayed out and cannot be selected.
   The Function Invalid setting is the factory default setting.
5 Touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.
6 If other Weekly timer settings are required, select another desired menu item, from [1]~[5].
7 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].
8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTES:
1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
2 If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

Key Operator Mode

Weekly Timer [9] (continued)

Timer Interrupt Password Setting [5]

Use this password setting mode to establish a 4-digit password requirement for using Timer Interrupt function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.

Weekly Timer Setting Menu Screen

Timer Interrupt Password Setting Screen

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note 1.)

2 Touch **[9] Weekly timer**. Enter your 4-digit Weekly timer master key code, then touch **OK** to display the Weekly Timer Setting Menu Screen. (See note 2.)

NOTES:
1 If an invalid Key operator password is entered, continue by entering the valid 4-digit password.
2 If an invalid Weekly timer master key code is entered, continue by entering the valid 4-digit code.

3 Touch **[5] Timer interrupt password set** to display the Timer Interrupt Password Setting Screen.

4 Use the touch screen keypad to enter a 4-digit password, and then touch **OK** to complete the setting and return to the Weekly Timer Setting Menu Screen.

NOTE: When the password setting is 0000, timer interrupt can be used simply by turning the copier OFF, then ON. In this case, you will be asked to enter the duration of use (a period of time to turn the copier power on).

5 If other Weekly timer settings are required, select another desired menu item, from [1]~[5].

6 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].

7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.
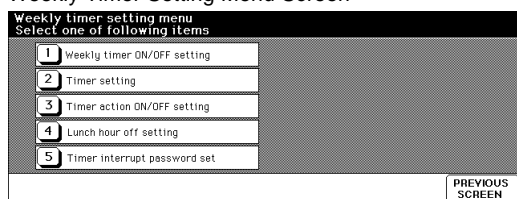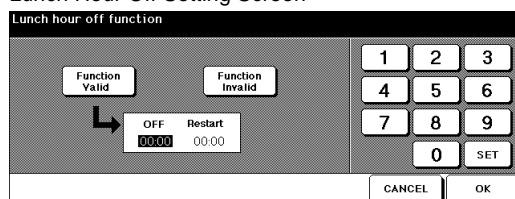
Key Operator Mode

Control Panel Adjustment [10]

Use this feature to check the LCD touch screen and realign the position of the touch sensor that may have shifted.

Key Operator Mode Screen
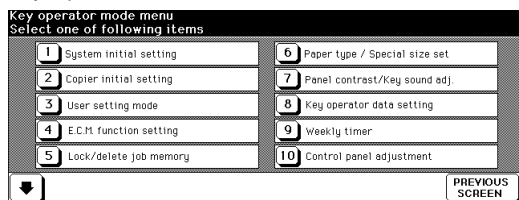
Control Panel Adjustment Screen

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note.)
2 Touch **[10] Control panel adjustment** to display the Control Panel Adjustment Screen.
3 Touch the "**+**" indication at the upper right corner, then lower left corner on the screen. The present coordinates will be displayed in the message area of the screen.
4 Check that the X coordinate and Y coordinate displayed in the first line of the message area fall within the standard value displayed in the second line.
5 Touch the **CHECK BUTTON**s at the upper left and lower right corners on the screen to check if the buzzer tone functions normally.
6 If the coordinates fall out of the range of the standard value in step 4, or the buzzer tone does not sound in step 5, repeat the adjustment procedure from 3 to 5.
7 Press [0] of the control panel keypad to start writing the adjustment data.
   If other key operator settings are required, press [1] to restore the Key Operator Mode Screen.
8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

Tray Size Setting [11]

Select whether the tray size setting will be detected or not detected when ATS/APS functions. If you select it to be detected, you may also select the priority of the detection for each tray.

Key Operator Mode Screen 1

Key operator mode menu
Select one of following items
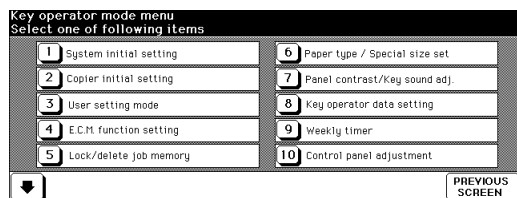
Key Operator Mode Screen 2
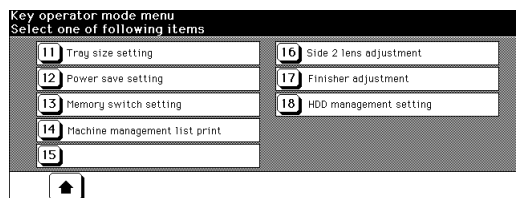
Tray Auto Select Setting Screen
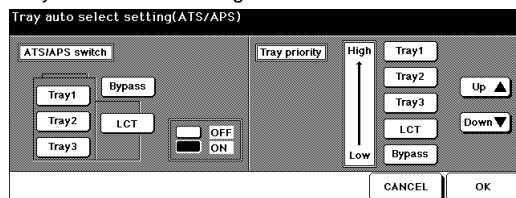
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note.)

2 To display menus [11] to [18] of the Key Operator Mode Screen, touch ⬇ Lower arrow key.

3 Touch **[11] Tray size setting** to display the Tray Auto Select Setting Screen.

4 On the left half of the screen, touch to highlight each tray key, then select **OFF** or **ON** to specify whether the selected tray is to be automatically detected or not when ATS/APS functions.

5 Tray keys specified as ATS/APS ON will appear on the right half of the screen. Touch to highlight the desired tray key, then change its priority by using **Up** (▲) and **Down** (▼) arrow keys.

6 Touch **OK** to complete the setting and restore the Key Operator Mode Screen.

7 If other key operator settings are required, select the desired menu item, from [1] to [18].

8 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

Power Save Setting [12]

Select the interval of time that must elapse before Auto Low Power and Auto Shut Off become activated. Auto Shut Off conserves more energy than Auto Low Power. The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.

Key Operator Mode Screen 1
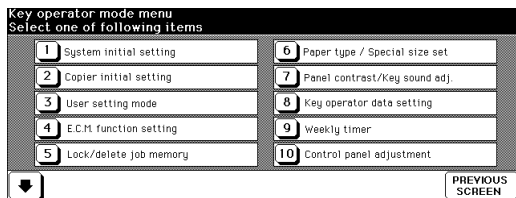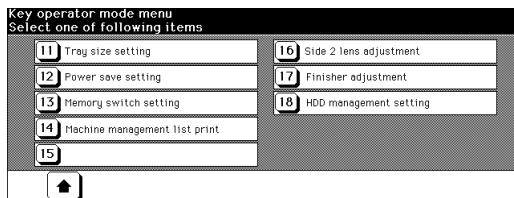
Key Operator Mode Screen 2

Power Save Setting Screen
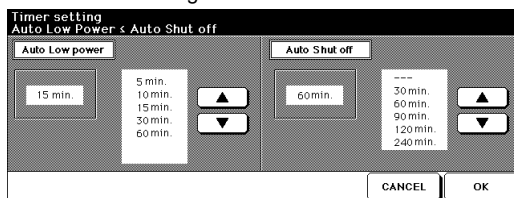
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
  Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen.
  NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

2 To display menus [11] to [18] of the Key Operator Mode Screen, touch [⬇] Lower arrow key.

3 Touch **[12] Power save setting** to display the Power Save Setting Screen.

4 The periods of time currently selected for each power save function are located on the Timer Setting Screen below the Auto Low Power and Auto Shut Off indicators. Touch the arrow keys (▲) and (▼) in each area to select a specific waiting period before activating the Auto Low Power or Auto Shut Off.
  NOTES:
  1 The period of time selected for Auto Low Power cannot exceed the Auto Shut Off setting.
  2 If the same period of time as Auto Shut Off is selected for Auto Low Power, the Auto Shut Off will function instead of Auto Low Power.

5 Touch **OK** to complete the setting and restore the Key Operator Mode screen.

6 If other key operator settings are required, select the desired menu item, from [1] to [18].

7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.
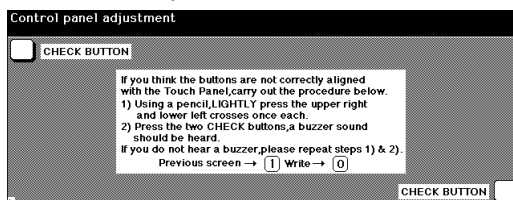
Key Operator Mode

## Memory Switch Setting [13]

This function allows you to change the Memory Settings listed below. See pp. 13-41~13-45 for details on Memory Settings.

| SW No.	Item	Setting (default is underlined)
No. 01:	Auto reset timer	OFF/ 30 sec./ <u>60 sec.</u>/ 90 sec./ 120 sec./150 sec./ 180 sec./ 210 sec./ 240 sec./ 270 sec./ 300 sec.
No. 02:	AUTO RESET key function	<u>Full-Auto</u>/ Initial Setting
No. 03:	RADF-Original effect	RADF AUTO RESET key selected/ <u>RADF selected</u>
No. 04:	Job memory auto recall (30)	<u>OFF</u>/ ON
No. 05:	Finisher mode by Full-auto	Face down (Sub tray)/ Non-sort/ <u>Sort</u>/ Staple sort/ Folding&Stapling/ Folding/ Face up (Sub tray)
No. 06:	Initial by Key counter insert	OFF/ <u>ON</u>
No. 07:	Erasure outside area of orig.	Erased for except Platen (1:1)/ <u>Area outside of orig. erased</u>/ Erased for APS/AMS only
No. 08:	RADF frame erasure selection	None/ 1mm frame/ 2mm frame/ <u>3mm frame</u>/ 4mm frame/ 5mm frame
No. 09:	Automatic tray switching	<u>OFF</u>/ ON
No. 10:	Platen APS	OFF/ <u>ON</u>
No. 11:	RADF APS	OFF/ <u>ON</u>
No. 12:	Platen AMS	OFF/ <u>ON</u>
No. 13:	RADF AMS	OFF/ <u>ON</u>
No. 14:	Select tray when APS cancel	<u>APS preferential tray</u>/ Tray 1/ Tray 2/ Tray 3/ Tray 4/ Bypass tray
No. 15:	Platen original size detect	Only A series/ Full size/ AB series/ <u>Inch series</u>
No. 16:	RADF original size detect	Only A series/ Full size/ AB series/ <u>Inch series</u>
No. 17:	Platen orig. size detect (SMALL)	A5R/ B6R/ <u>5.5"x8.5"R</u>
No. 18:	Rotation	<u>ON-APS/AMS only</u>/ ON-APS/AMS/Reduce only/ ON-Always
No. 19:	Rotation (180 angle)	<u>ON-Always</u>/ According to Rotation OFF tray
No. 20:	B6R size original type	<u>Landscape</u>/ Portrait
No. 21:	A3, B4, 11x17, 8.5x14, F4 orig. type	<u>Landscape</u>/ Portrait
No. 22:	Staple mode reset-function	<u>OFF</u>/ ON
No. 23:	Job offset operating	<u>OFF</u>/ ON
No. 24:	Continuation print	<u>OFF</u>/ ON
No. 25:	SDF Auto start	<u>OFF</u>/ ON-Memory mode only
No. 26:	Key click sound	<u>OFF</u>/ ON
No. 27:	1 SHOT indication time	<u>3 seconds</u>/ 5 seconds
No. 28:	Power save screen	<u>Shut off mode</u>/ Low power mode
No. 29:	START key latch function	<u>OFF</u>/ ON
No. 30:	STOP key function	<u>JOB momentary stop</u>/ JOB cancel
No. 31:	Auto select of Booklet copy	<u>Automatic selection</u>/ Non Automatic selection
No. 32:	E.C.M. password	Under 8 digits/ <u>8 digits</u>
No. 33:	Arrow key change (Image Shift)	<u>Decimal point off (1 STEP 1mm)</u>/ Decimal point on (1 STEP 0.1mm)
No. 34:	Exit direction of 1 sheet	Face up/ <u>Face down</u>
No. 35:	An interruption suspended way	<u>Division of a number of copies</u>/ During of a number of copies

Key Operator Mode

Memory Switch Setting [13] (continued)

No. 36:	E.C.M. password input timing	Auto reset timer/ Complete job
No. 37:	Key click sound (No paper/JAM)	OFF/ 3 seconds/ 5 seconds/ 10 seconds
No. 38:	Reserve copy function	Reserve copy by folder select/ Reserve copy by original set
No. 39:	Scan stop by a pull out tray	ON/ OFF
No. 40:	Change page no. pos. (booklet)	OFF/ ON (Outside page numbering)
No. 41:	Trimmer (STD/Non STD size) (no function)	STD size/ None STD size

Key Operator Mode Screen 1
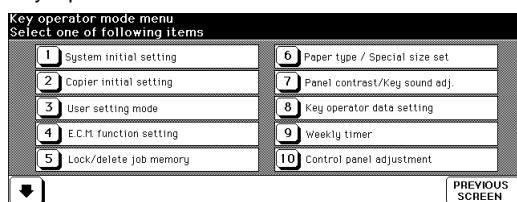
Key Operator Mode Screen 2
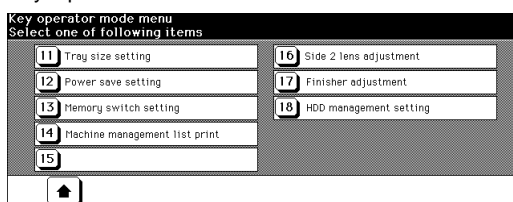
Memory Switch Setting Screen
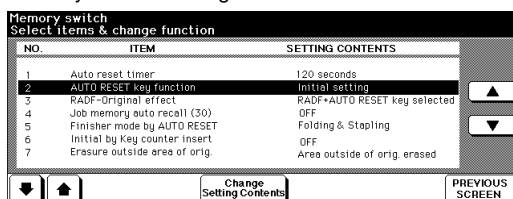
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note.)
2 To display menus [11] to [18] of the Key Operator Mode Screen, touch ⬇ Lower arrow key.
3 Touch **[13] Memory switch setting** to display the Memory Switch Setting Screen.
4 Use the procedure below to select the desired item and change the setting.
   (1) To select the desired item, touch the arrow keys (▲) and (▼) at the right of the Memory Switch Setting Screen.
   (2) To scroll the screen, touch the arrow keys ⬆ and ⬇ at the lower left.
   (3) Touch **Change Setting Contents** to change the setting of the highlighted item.
   (4) Repeat above steps (1) to (3) to make several changes in succession.
5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].
6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

Memory Switch Setting [13] (continued)

The following functions can be provided by the Memory switch settings.

[1] Auto reset timer
Set the reset interval starting from the completion of a copying job until the machine returns to the initial condition.

[2] AUTO RESET key function
Set the condition of the following modes when AUTO RESET is pressed; Copy mode, Copy density, Magnification, Tray selection.

[3] RADF-Original effect
Set the machine condition when original is set on RADF in non-RADF mode with RADF unit closed.

[4] Job memory auto recall (30)
Job memory No. 30 is automatically recalled when power is turned on or when Auto-reset is restored.
This job recall function works only when Job No. 30 is registered.

[5] Finisher mode by Full-auto
Set the Finisher mode to be recalled when AUTO RESET is pressed.

[6] Initial by Key counter insert
Set the machine to return to the initial state when Key counter is inserted.

[7] Erasure outside area of original
Set the machine to delete the outside area of original.

[8] RADF frame erasure selection
Set Frame erasure to function anytime in RADF mode.

[9] Automatic tray switching
When paper is depleted during a copying job, the copier continues copying by switching to another tray that contains the same size paper.

[10] Platen APS
The copier automatically selects the same size copy paper as the original placed on the platen glass. (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

Key Operator Mode

Memory Switch Setting [13] (continued)

[11] RADF APS
The copier automatically selects the same size copy paper as the original placed on the RADF. (In reduction/enlargement mode, an appropriate paper size is selected according to the ratio.)

[12] Platen AMS
The copier detects the size of the platen original and selects the appropriate magnification ratio to correspond to the selected paper size.

[13] RADF AMS
After detecting the original size placed on the RADF the copier automatically selects an appropriate ratio for the copy when copy size is selected manually.

[14] Select tray when APS cancel
Select the tray to be automatically selected when APS is released.

[15] Platen original size detect
Select the series of the original paper size detected from the platen glass.

[16] RADF original size detect
Select the series of the original paper size detected from the RADF.

[17] Platen orig. size detect (SMALL)
Select the minimum original size detected from the platen glass.

[18] Rotation
Select to activate the Rotation function, activate Rotation only when APS/AMS functions, or activate Rotation only when APS/AMS/Reduce functions.

[19] Rotation (180 angle)
Set Orientation correction to function anytime or when Rotation is disabled.

[20] B6R size original type
Select the orientation of the B6R size original.

[21] A3, B4, 11x17, 8.5x14, F4 orig. type
Select the orientation of the A3, B4, 11"x17", 8.5"x14", or F4 size original.

[22] Staple mode reset-function
Staple mode is automatically canceled after a job is completed with Staple sort mode ON. (Sort mode is selected.)

Key Operator Mode

Memory Switch Setting [13] (continued)

[23] Job offset operating
Set the copier to offset the copies of different jobs when outputting multiple reserve jobs in succession.

[24] Continuation print
Set the copier to output multiple reserve jobs in succession.

[25] SDF Auto start
Select to feed the SDF original automatically when placed on the RADF, or press [START] to feed the SDF original.

[26] Key click sound
Activate or deactivate the sound each time a key is pressed on the touch panel .

[27] 1 SHOT indication time
Select the SHOT indication time function.

[28] Power save screen
Select the screen to display when pressing the [POWER SAVER ON/OFF] key .

[29] START key latch function
Activate or deactivate the latch function.

[30] STOP key function
Select to display or not to display the confirmation message when STOP key is pressed.

[31] Auto select of Booklet copy
Set the copier with 3 Paper Tray Finisher mounted to automatically select the Booklet mode when Stapling & Folding or Folding output mode is selected.

[32] E.C.M. password
Select the acceptable number of digits for the ECM master key code.

[33] Arrow key change (Image Shift)
Select the 1 step unit of the touch key to specify the shift amount in Image shift.

[34] Exit direction of 1 sheet
Select to exit face up or face down when making only 1 sheet of copy.

[35] An interruption suspend way
Select the timing to stop the job in progress when [INTERRUPT] is pressed.

Key Operator Mode

Memory Switch Setting [13] (continued)

[36] E.C.M. password input timing
Set the input timing for the ECM password.

[37] Key click sound (No paper/JAM)
Select the duration of the buzzer for alerting that the machine has stopped being out of paper or due to paper misfeed.

[38] Reserve copy function
Set the timing for the reserve job setting.

[39] Scan stop by a pull out tray
Select to stop or continue the scanning job when a tray is pulled out.

[40] Change page no. pos. (booklet)
Set the machine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp.

[41] Trimmer (STD/ Non STD size) (not function)

Key Operator Mode

Machine Management List Print [14]

Use this function to print out the list selected from the following items.
- Job memory list: Programmed contents of Job memory
- User management list: Home position settings selected by user
- E.C.M. management list: Machine information managed by ECM
- Font pattern list: Font patterns used in the machine

Key Operator Mode Screen 2
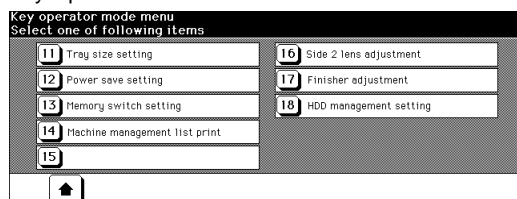
Management List Print Menu Screen
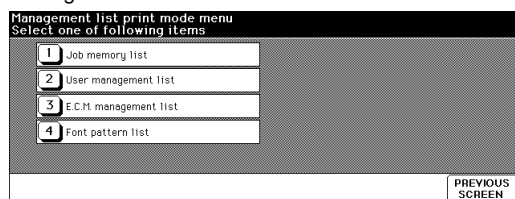
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
   Mode Screen. (See note.)
2 To display menus [11] to [18] of the Key Operator Mode Screen, touch ⬇ Lower
   arrow key.
3 Touch **[14] Machine management list print** to display the Management List Print Menu
   Screen.
4 Touch the desired item on the screen. The Basic Screen will resume automatically.
5 Press [START] to start printing the selected list.
   To suspend printing, press [STOP]. The confirmation screen will be displayed.
   Touch **CONTINUE** on the screen to restart printing; or **EXIT** to cancel printing.
6 If other key operator settings are required, return to step 1 to display the Key
   Operator Mode Screen, then select the desired menu item, from [1] to [18].

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

Side 2 Lens Adjustment [16]

Use this function to set the adjustment data of the magnification ratio for each tray as Side 2.

Key Operator Mode Screen 2
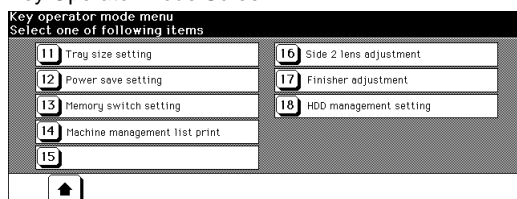
Side 2 Lens Adjustment Screen
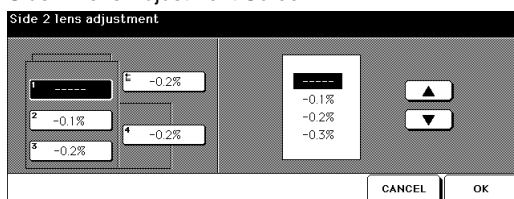
Key operator mode menu	Side 2 lens adjustment

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note.)
2 To display menus [11] to [18] of the Key Operator Mode Screen, touch 🔽 Lower arrow key.
3 Touch **[16] Side 2 lens adjustment** to display the Side 2 Lens Adjustment Screen.
4 Touch to highlight the desired tray key, then touch arrow keys to select an adjustment data.
   The selected data will be displayed on the highlighted tray key.
5 Touch **OK** to complete the setting and return to the Key Operator Mode Screen.
6 If other key operator settings are required, select the desired item, from [1] to [18].
7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

Finisher Adjustment [17]

Use this mode to make fine adjustments to each function of the finisher.

Key Operator Mode Screen 2

```
Key operator mode menu
Select one of following items
  11 Tray size setting              16 Side 2 lens adjustment
  12 Power save setting             17 Finisher adjustment
  13 Memory switch setting          18 HDD management setting
  14 Machine management list print
  15
  ⬆
```

Finisher Adjustment Menu Screen

```
Finisher adjustment mode menu
Select one of following items
  1 Stapling&Folding stopper adj.
  2 Folding stopper adjustment

                                    PREVIOUS
                                    SCREEN
```

Stapling&Folding Stopper Position Adjustment Screen

```
Stapling and Folding stopper adjustment
-100 +20 (-128 ~ +127) <  A3  >
                          1  2  3
                          4  5  6
                          7  8  9
                        +↔-  0  SET
NEXT       PREVIOUS        COPY        PREVIOUS
ADJUSTMENT ADJUSTMENT      SCREEN      SCREEN
```

Folding Stopper Position Adjustment Screen

```
Folding stopper adjustment
-20 +50 (-128 ~ +127) <  A3  >
                          1  2  3
                          4  5  6
                          7  8  9
                        +↔-  0  SET
NEXT       PREVIOUS        COPY        PREVIOUS
ADJUSTMENT ADJUSTMENT      SCREEN      SCREEN
```
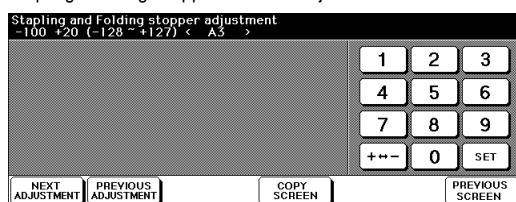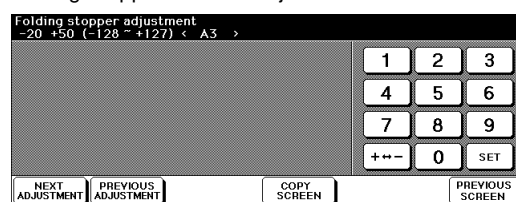
1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
Enter a 4-digit key operator password, then touch **OK** to display the Key Operator Mode Screen. (See note.)
2 To display menus [11] to [18] of the Key Operator Mode Screen, touch ⬇ Lower arrow key.
3 Touch **[17] Finisher adjustment** to display the Finisher Adjustment Menu Screen.
4 Touch the desired menu key to display the adjustment screen for each function.
5 Make fine adjustment on the screen. To go on or back to another adjustment screen, touch NEXT or PREVIOUS. Touching **PREVIOUS SCREEN** restores the Finisher Adjustment Menu Screen.
6 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key operator settings are required, select the desired menu item, from [1] to [18].
7 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic Screen to perform copying operations.

NOTE: If an invalid Key operator password is entered, continue by entering the valid 4-digit password.

Key Operator Mode

## HDD Management Setting [18]

Use this function to manage the image data stored in the optional HDD and to check the space available for new data.

- Password list/delete: Display the password list on the screen, or delete the image data (JOB) by deleting the corresponding password from the list.
- JOB auto delete period setting: Specify the period of time (1 to 52 weeks) to keep each data so that it will be deleted automatically when specified period has passed.
- State of HDD capacity: Check the space in percentage.

Key Operator Mode Screen 2
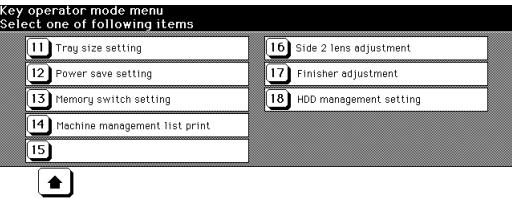
HDD Management Setting Menu Screen
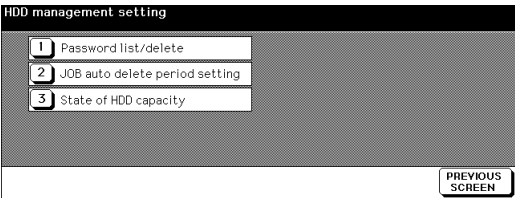
Password List/Delete Screen
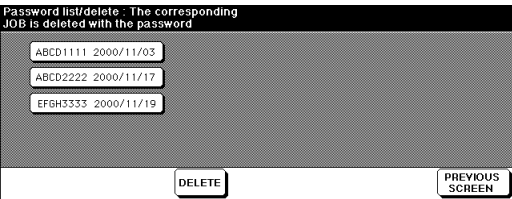
Password List/Delete Screen
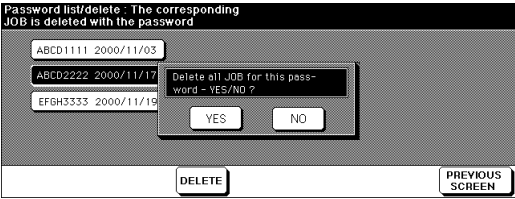
JOB Auto Delete Period Setting Screen
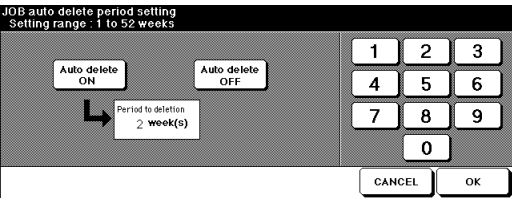
State of HDD Capacity Screen
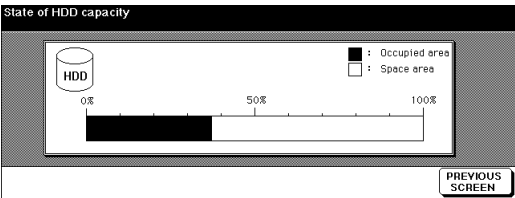
Key Operator Mode

HDD Management Setting [18] (continued)

1 Press [HELP] to display the Help Screen, then touch **Key Operator Mode**.
   Enter a 4-digit key operator password, then touch **OK** to display the Key Operator
   Mode Screen. (See note.)
2 To display menus [11] to [18] of the Key Operator Mode Screen, touch 🔽 Lower
   arrow key.
3 Touch **[18] HDD management setting** to display the HDD Management Setting Menu
   Screen.
4 Touch the desired menu key to display the subsequent screen for each function.

   To view the password list or delete the password and the corresponding image data:
   (1) Touch **[1] Password list/delete** to display the Password List/Delete Screen.
   (2) Touch to highlight the password key to be deleted, then touch **DELETE**. The popup
       menu will appear for confirmation.
   (3) Touch **YES** to delete the selected password and all the data corresponding to it; or
       touch **NO** to cancel.
   (4) Touch **PREVIOUS SCREEN** to return to the HDD Management Setting Menu
       Screen.

   To delete the password and data automatically:
   (1) Touch **[2] JOB auto delete period setting** to display the Job Auto Delete Period
       Setting Screen.
   (2) Touch **Auto delete ON** to highlight it, then enter the number of weeks to keep each
       data, using the touch screen keypad. The maximum period of time is 52 weeks.
   (3) Touch **OK** to complete the setting.

   To check the current state of HDD capacity:
   (1) Touch **[3] State of HDD capacity** to display the State of HDD Capacity Screen.
       The bar chart on the screen shows the current state of HDD capacity.
   (2) Touch **PREVIOUS SCREEN** to return to the HDD Management Setting Menu
       Screen.

5 Touch **PREVIOUS SCREEN** to restore the Key Operator Mode Screen. If other key
   operator settings are required, select the desired menu item, from [1] to [18].
6 If no further changes are required, touch **PREVIOUS SCREEN** to restore the Basic
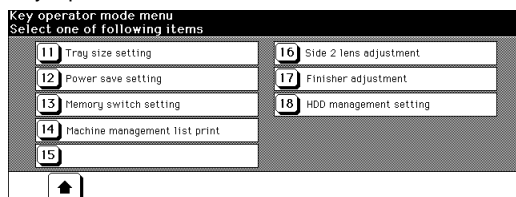   Screen to perform copying operations.

Key Operator Mode

Key Operator ECM Form

No.	Password Count/Limit	No.	Password Count/Limit

Section 14: Maintenance & Supplies

Maintenance & Supplies

Loading Paper

Paper Indicator (▯▯▭▤▤)

The Paper indicator always lights on the tray key of the Basic Screen to indicate the paper level.

Paper Empty Indicator (▯↓ or ▯▮)

The Paper empty indicator flashes on the tray key of the Basic Screen when a tray is empty. Add paper to the tray when the Paper empty indicator is flashing.

Do not exceed the following tray limits:

Tray 1:	500 sheets 20lb (430 sheets 24lb)
Tray 2:	500 sheets 20lb (430 sheets 24lb)
Tray 3:	1,000 sheets 20lb (860 sheets 24lb)
Tray 4:	4,000 sheets 20lb
Multi-sheet bypass tray:	150 sheets 20lb
(Do not load above the red line on rear guide.)	

Using the HELP Key

To learn how to load paper at any time, press [HELP], then touch any tray to display instructions on the touch screen. For details on tray position size vs. paper size, see Section 4: Paper Information.

Before loading paper, fan the stack to prevent sheets from sticking together.

When placing a stack of paper into the tray, be sure to load it with the curl turning up, i.e., with concave side up.
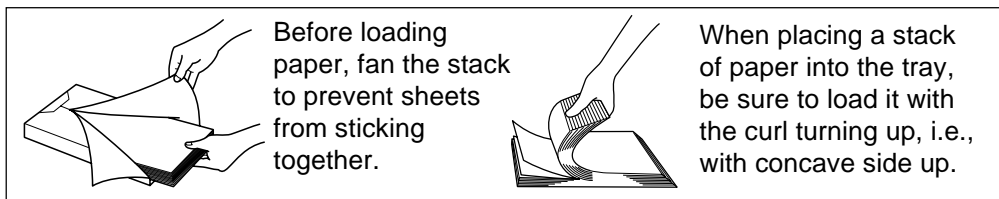
See the following pages for instructions on loading paper in trays 1~4.

Maintenance & Supplies

Loading Paper (continued)

Loading Paper in Tray 1, 2, and 3
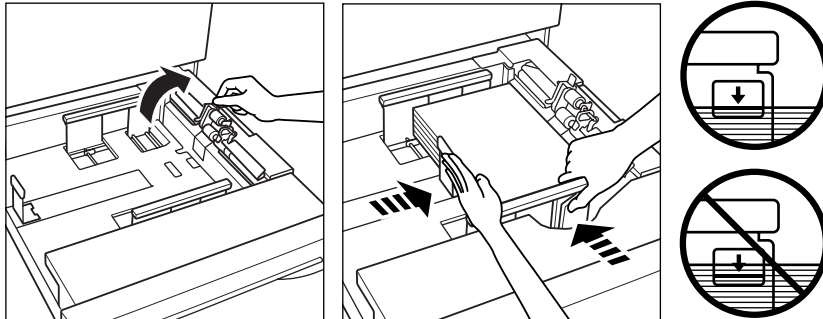
1 Withdraw tray 1, 2, or 3, and place paper on the tray with the curl side turning up.
   Load size 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R or 5.5"x8.5" (user-adjustable)
   Do not stack paper above the red line level.
2 Move the green levers (located at the front and the left side) to the edge of the paper.
3 When paper is seated properly, push the tray back fully into the copier.

NOTE: Do not bump the tray into the main body; otherwise machine trouble may be caused.

Maintenance & Supplies

Loading Paper (continued)

Loading Paper in Tray 4
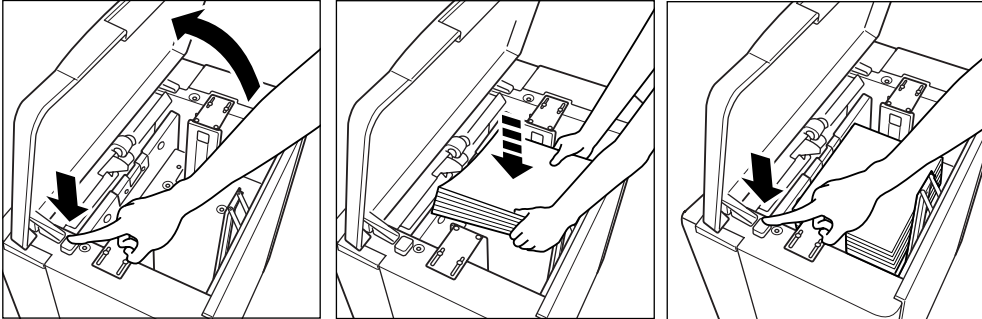
1 Open the LCT upper door.
2 Press the paper loading button to lower the bottom plate of the LCT.
3 Load the fixed size paper into the LCT with the paper curl turning downward.
4 Repeat the steps 2 and 3 until the bottom plate cannot go down any more.
   Load size 8.5"x11" or A4 (service-adjustable)
   Do not stack paper above the paper hook level.
5 Close the LCT upper door.

Maintenance & Supplies

Loading Paper (continued)

Loading Tabbed Sheets in Tray 1, 2, or 3

Load offset tabbed sheets so that the tab extensions are on the left at the rear (not front) of the tray. The top sheet is designated face down as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

Example: 3 Tabbed sheets loaded in position for one finished set.

ONE FINISHED SET

Example: 9 Tabbed sheets loaded in position for 3 finished sets.

3 FINISHED SETS
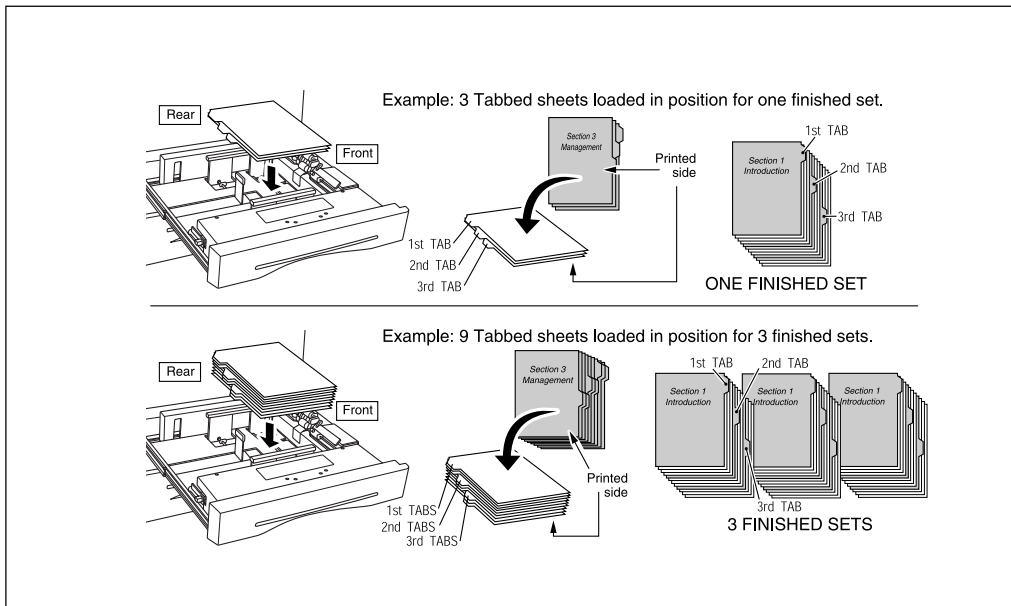
Maintenance & Supplies

Loading Paper (continued)

Loading Tabbed Sheets in Tray 4 (LCT)

Load offset tabbed sheets so that the tab extensions are on the right at the rear (not front) of the tray. The top sheet is designated face up as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

Example: 3 Tabbed sheets loaded in position for one finished set.

Rear

Front

Printed side

1st TAB
2nd TAB
3rd TAB

Section 1 Introduction

1st TAB
2nd TAB
3rd TAB

Section 1 Introduction

ONE FINISHED SET

Example: 9 Tabbed sheets loaded in position for 3 finished sets.

Rear

Front

Printed side

1st TABS
2nd TABS
3rd TABS

Section 1 Introducttion

1st TAB   2nd TAB

Section 1 Introduction

Section 1 Introduction

Section 1 Introduction

3rd TAB

3 FINISHED SETS
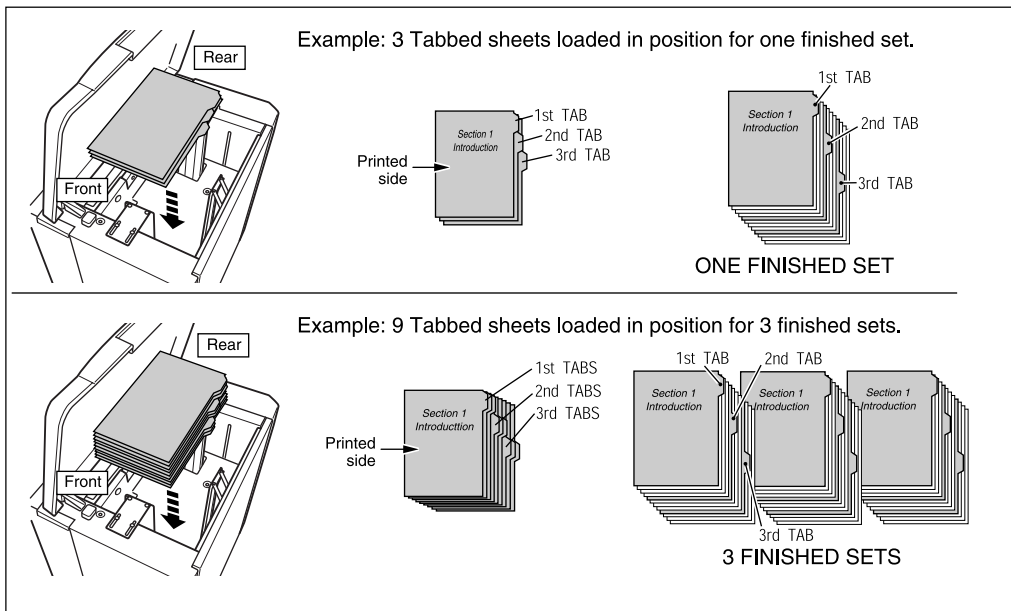
Maintenance & Supplies

Adding Toner

> ⚠️ **CAUTION**
>
> Do not incinerate toner and toner containers. Dangerous sparks may cause burn.

When toner supply is low, "Please add toner" message displays on the touch screen.
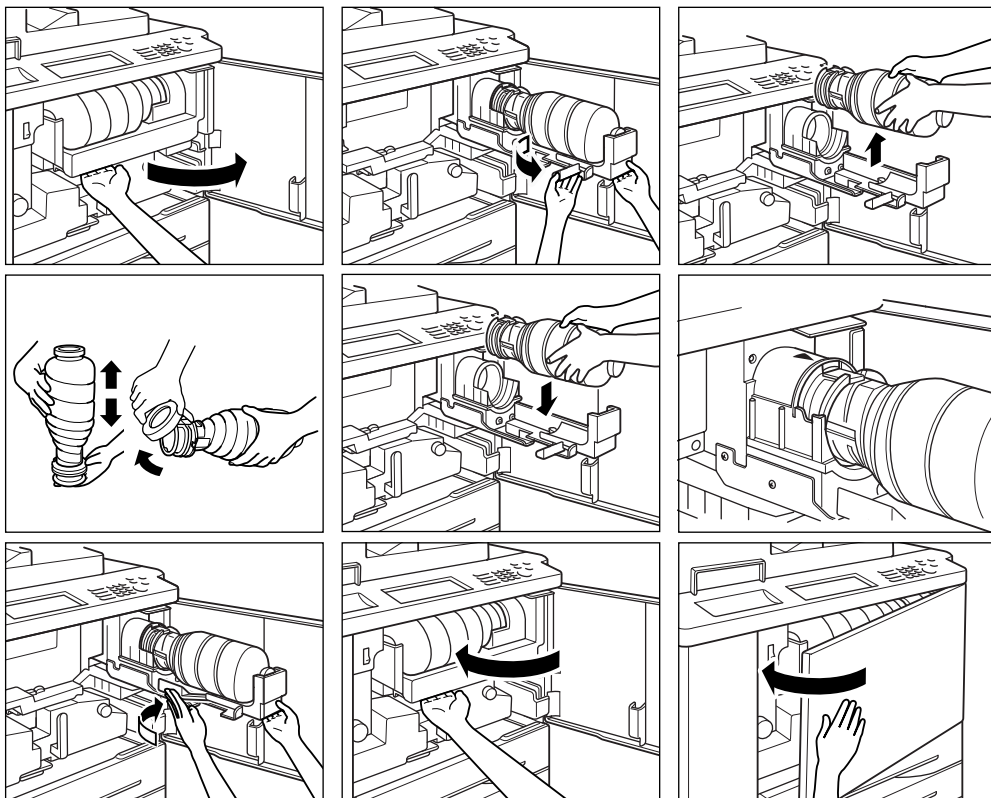
1 Open the front door.
2 Pull out the toner unit 90° to the right.
3 Pull out the toner cartridge lock lever frontward until it stops. Remove the empty toner cartridge.
4 Shake the new toner cartridge several times to loosen toner, then remove the toner cartridge cap.
5 Set the new toner cartridge into the toner unit.
   NOTE: Align the hollow part on the toner cartridge with the ▼ mark on the toner unit.
6 Push the cartridge lock lever backward until it stops.
7 Return the toner unit to its original position, then close the machine front door securely.

Maintenance & Supplies

Inserting a New Staple Cartridge into 2 Paper Tray/3 Paper Tray Finisher

Use only the staples supplied by us. Contact your representative to reorder.
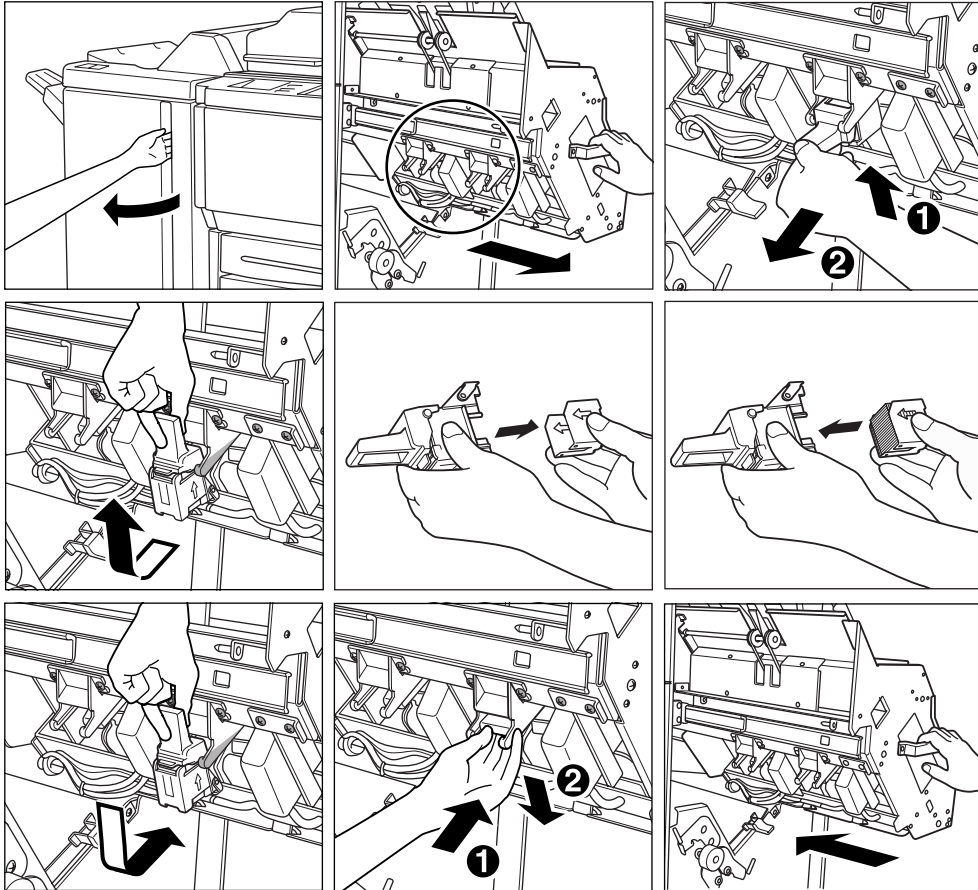
1 Open the Finisher door.
2 Pull out the stacker unit by holding the stacker unit handle.
3 Pull up the cartridge housing, then remove it while sliding it along the stapler rail.
4 Remove the empty cartridge from the cartridge housing.
5 Insert the new cartridge into the housing.
NOTE: Do not remove the staples remaining inside the housing; otherwise, the first sheet output after the replenishment will not be stapled.
6 Insert the cartridge housing while sliding it along the stapler rail, then push in and down to secure it in place.
7 Return the stacker unit to its original position.
8 Close the Finisher door.

Maintenance & Supplies

Preventive Maintenance

After a set number of copies have been made on your copier, Preventive Maintenance (PM) will be required for maintaining optimal performance.

When preventive maintenance is due, a message will prompt you to contact your service representative for maintenance.

Reading the PM Counter

Control Panel   Counter List Screen
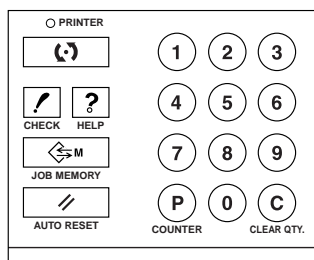
1 Press [P (COUNTER)] to display the Counter List Screen.
2 Press [CHECK] to display the PM count on the Counter List Screen.
3 Touch EXIT to return to the Basic Screen.

Printing the PM Counter

1 Press [P (COUNTER)] to display the Counter List Screen.
2 Press [CHECK] to display the PM counter on the Counter List Screen.
3 Touch **Counter list output**. The Basic Screen will be displayed.
4 Touch the desired tray key to select the copy size.
5 Press [START]. The counter list will be printed out, and the list print mode will be released.

Maintenance & Supplies

Cleaning the Left Partition Glass

The glass partition at the far left of the platen glass is designed for real-time scanning from the RADF. Keep this glass clean; otherwise soil marks may be copied, resulting in dark lines on the copies.
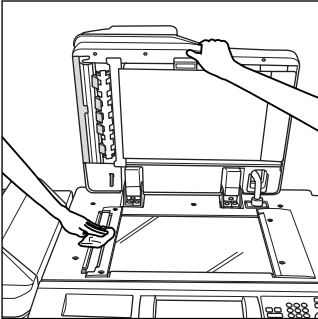
Raise the document cover, and clean the left partition glass with a clean soft cloth.

Cleaning the Document Glass and Cover

The platen glass and the inner surface of the document feeder should be kept clean. Otherwise, soil marks may be copied.
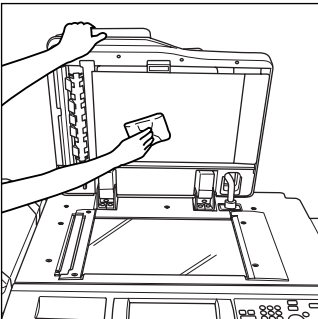
Raise the document cover, and clean the glass and inner surface of the document cover with a clean soft cloth.
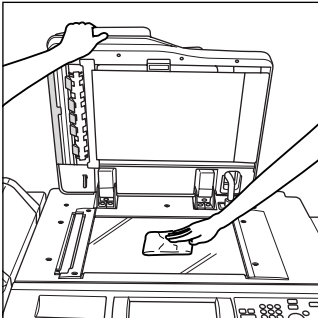
NOTES:
1. The glass may also be cleaned with a soft cloth dampened slightly with water; or with an antistatic cleaner recommended by your service representative.
2. Never use paint solvents, such as benzene or thinners, to clean any portion of the copier.

Maintenance & Supplies

Service, Repairs, Supplies

Service
Enter the name and telephone number of your service representative, plus the machine serial number in the space provided below:

_____

(Service Representative)

_____

(Tel. No.)

_____

(Machine Serial No.)

Repairs
When calling for repairs, be sure to have all necessary information at hand, such as the machine serial number and your own telephone number. If copy quality is the concern, bring a sample copy with you to the phone so that it can be described to your service representative.

Enter the telephone number for Repairs in the space provided below:

_____

(Repairs Tel. No.)

Supplies
Be sure to use only supplies recommended by our company. To maintain your supply inventory, check your supplies at regular intervals, and order supply items before they are depleted or even nearly depleted.

Enter the telephone number for ordering supplies in the space provided below.

_____

(Supplies Tel. No.)

Section 15: Troubleshooting

Troubleshooting

Call for Service

⚠ CAUTION

A Call for Service message indicates a machine condition that requires the attention of your service representative.

Call for Service Screen


```
Please call service
Report code 00-00
```

TELEPHONE
→ 1234567890123456

FAX
→ 1234567890123456
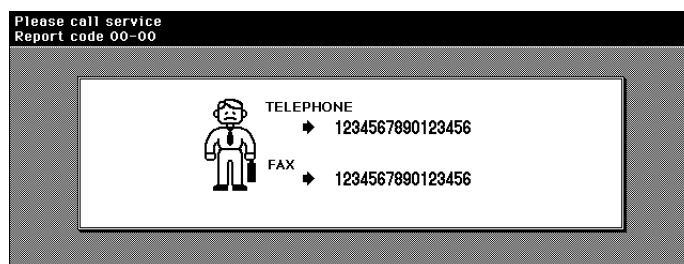
1 Immediately make note of the Report code No. indicated in the upper portion of the screen.
2 Turn OFF the main power switch.
3 Unplug the machine.
4 Contact your service representative and report the condition and code No.

Troubleshooting

Call for Service (continued)

Limited Use of the Copier in Trouble

If the message shown below is displayed on the <u>Call for Service Screen</u>, you may continue operating the copier on a limited function basis and utilize the trays and ADU that are not affected by the trouble. To obtain this limited functionality of the copier, consult your service representative. Be sure to utilize the limited function only temporarily, and arrange for machine repair immediately.

1 If limited use of the copier is available, the following message is displayed in the message area instead of the Report code.

> Tray 1 failure
> Press AUTO to select except this tray

2 Press [AUTO RESET].

> Please switch ON/OFF
> E 18-2

3 Turn OFF then ON the power switch.
  A copying job can be continued without using the troubled portion of the machine (ex. Tray 1).

⚠ CAUTION

EVEN IF THE COPYING JOB CAN BE CONTINUED WITH THE ABOVE OPERATION, IMMEDIATELY CONTACT YOUR SERVICE REPRESENTATIVE WHEN THE CALL FOR SERVICE SCREEN IS DISPLAYED.

Troubleshooting

Memory Overflow

In certain modes, this machine uses memory for convenience and to make operations flow smoothly. Occasional memory overflow may occur if the installed memory is inadequate for the copy conditions selected. Should memory overflow occur frequently, it is recommended that you contact your service representative to extend the memory capacity in your machine.

When memory overflow occurs, the following screen will be displayed to enable you to take an appropriate measure for the current job situation.

Memory Overflow Management Screen
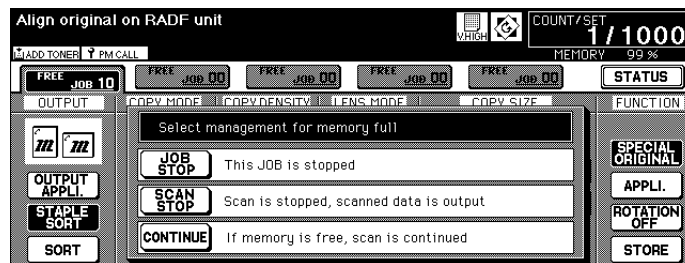
When memory overflow occurs while scanning the first job, the machine stops immediately, and the screen provides **JOB STOP** and **SCAN STOP** as the only two available options.

   NOTE: If the job settings include Booklet mode, **SCAN STOP** will disappear.
* To delete all the scanned data and discontinue the job, touch **JOB STOP**.
* To give up further scanning but print out all the data already scanned into memory, touch **SCAN STOP**.

When memory overflow occurs during the reserve operation, **CONTINUE** also appears on the active screen. In this case, the machine will not stop until all the jobs on standby for printing are completed.
* To delete the scanned data and discontinue the last reserve job, touch **JOB STOP**.
* To give up further scanning but print out the data already scanned for the last reserve job, touch **SCAN STOP**.
   NOTE: If the job settings include Booklet mode, **SCAN STOP** will disappear.
* To continue scanning the last reserve job, touch **CONTINUE** as the current printing job gradually enables memory for new data.

Troubleshooting

Power OFF/ON Screen

When any trouble affects the electric signal of the copier, the Power OFF/ON Screen will be displayed.

Power OFF/ON Screen


```
Please switch OFF/ON
E12-34



          Please turn the power OFF and ON.
          If SC still occurs, call service center.
```
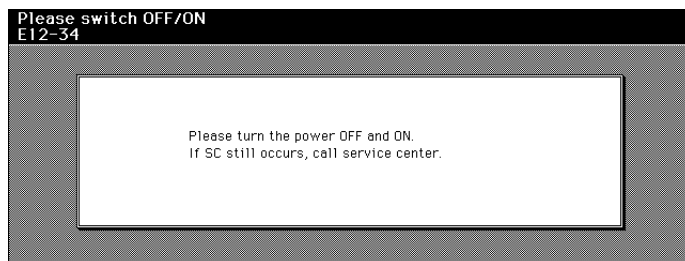
Troubleshooting

Clearing Mishandled Paper

⚠ CAUTION

When removing mishandled paper, be sure to leave no torn paper inside the machine, avoid touching the drum or scratching it in any way, and keep all metal and magnetic objects, e.g., watches, jewelry, etc. away from the drum area.

When a paper misfeed occurs, the copier stops making copies and mishandled paper codes display on the screen to indicate misfeed area(s). A flashing code indicates the area that should be cleared first. To view Help screen instructions, touch **Illustration explanation** when the flashing mishandled paper code displays. Be sure to remove paper from each flashing location until all locations are cleared.
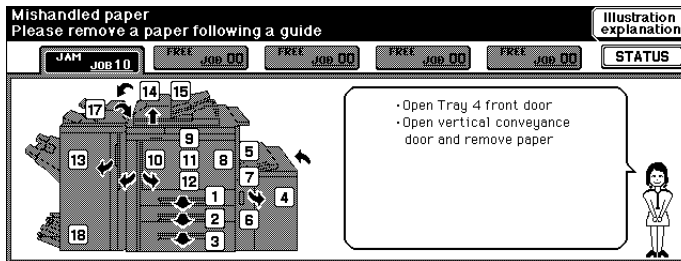
The following 18 mishandled paper codes display for specific areas of the machine.

Code	Location	Code	Location
[1]	: Tray 1	[10]	: Main body
[2]	: Tray 2	[11]	: Main body
[3]	: Tray 3	[12]	: ADU or Main body
[4]	: Tray 4 (LCT)	[13]	: Finisher
[5]	: Multi-sheet bypass tray	[14]	: RADF
[6]	: Right side cover of Main body	[15]	: RADF
[7]	: Tray 4 (LCT)	[17]	: Finisher (Cover sheet feeder)
[8]	: Multi-sheet bypass tray and Main body	[18]	: Finisher (Book making unit)
[9]	: Main body		

Troubleshooting

Clearing Mishandled Paper (continued)

> ⚠ **WARNING:**
> High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.
>
> ⚠ **CAUTION:**
> The copier's fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

⚠ **CAUTION:**

The conveyance fixing unit is heavy. Use care and drow it out gently; otherwise you may be injured.

⚠ **CAUTION:**

DO NOT put your hand between the main body and developing fixing unit; otherwise you may be injured.

⚠ **CAUTION:**

Inside the Booklet mode outlet is the roller drive unit. DO NOT put your hand into it when removing the folded or stapled & folded sheet; otherwise you may be injured.

Troubleshooting

Copying Hints

COPIER DOES NOT OPERATE WHEN POWER SWITCH IS ON
Fully insert paper trays.
Close RADF.
Check to be sure power plug is firmly inserted in electrical socket.

COPY IMAGE IS TOO LIGHT
Manually adjust copy density to darker density.
Check toner indicator and add toner, if required.
Check paper for dampness. Do not leave paper in copier when humidity is high.
Check to see if Photo, Text, or Increase Contrast mode is required.
Check the Density shift.

COPY IMAGE IS TOO DARK
Manually adjust copy density to lighter density.
Check to see if Photo, Text, or Increase Contrast mode is required.
Check the Density shift.

COPY IMAGE IS NOT CLEAN OR SHOWS SPOTS
Use clean originals since dirt marks may be copied.
Keep platen glass and inner surface of document cover clean.
Call for service if "Call for service" is displayed in the message area.
Check density indicator and lighten if required.

COPY PAPER MISHANDLES DURING COPYING
Fan copy paper and load it with curl side in proper location. Do not exceed the tray
capacity.

COPY IMAGE CAN BE RUBBED OFF
Check copy paper thickness. Use Thick paper mode, if paper weight requires it.

MAGNIFICATION CANNOT BE CHANGED
Image Shift and Reduce & Shift are incompatible with magnification.
Press [AUTO RESET] and set desired copying conditions without using Image Shift or
Reduce & Shift.

DUPLEX MODES CANNOT BE SELECTED
Fully close ADU and RADF, then select Duplex mode again.

Troubleshooting

Copying Hints (continued)

COPYING DOES NOT BEGIN AFTER PRESSING START
Insert or adjust the appropriate paper tray for copy size selected.
Close document cover firmly.
Close front door completely.

COPYING DOES NOT RESUME AFTER MISHANDLED PAPER IS REMOVED
Check copier diagram on touch screen for additional indications of mishandled paper.

COPY QUALITY IS POOR
Check paper for dampness, and replace it if necessary.

THE ORIGINAL PAPER IS MISHANDLED OR SKEWED IN THE DOCUMENT FEEDER
Originals should conform to the recommended size and weight.
Be sure originals are not stapled.
Align originals evenly in the RADF.
Check to make sure paper guides meet the width of mixed size originals.

COPY IMAGE IS SKEWED WHEN BYPASS IS USED
Be sure copy paper is inserted straight.

USING ECM, COPIES CANNOT BE MADE AFTER PASSWORD IS ENTERED
Check to see if the message EXCEEDS LIMIT is displayed.
Contact key operator to reset limit.

FINISHER DOES NOT OPERATE
Press Output mode key.
Check for a paper misfeed and remove it, as required. Properly close finisher door.

RADF INDICATOR WILL NOT LIGHT AFTER AUTO/RESET IS PRESSED
Fully close RADF.

RADF LIGHT IS FLASHING
The document feeder is ready to accept originals.
Insert originals on RADF tray, press [AUTO RESET], then [START].
ADD TONER MESSAGE IS DISPLAYED
New toner supply is needed. Follow instructions for adding toner.

CALL FOR PM IS DISPLAYED IN MESSAGE AREA
Contact your service representative for Preventive Maintenance.

Troubleshooting

Copying Hints (continued)

APS SELECTS THE WRONG PAPER SIZE
Paper guides must be adjusted exactly to the size of originals.

IN MIXED ORIGINAL MODE, A MESSAGE TO LOAD A REQUIRED PAPER SIZE DISPLAYS, EVEN THOUGH THAT SIZE IS LOADED IN ONE OF THE TRAYS
Paper sizes loaded in the trays must be consistent with the tray position size; otherwise, the tray key on the Basic Screen will blink.

THE BASIC SCREEN DOES NOT DISPLAY SETTINGS AS DESCRIBED IN THIS MANUAL
Check with the key operator, as Initial Settings may have been changed.

PLEASE CHECK ORIGINAL
This message displays when the copier detects a non-standard paper size on the platen glass.
Select copy size and press [START]. 1.00 magnification will be selected automatically.

If this message continues to display after selecting copy size, select 1.00 magnification, even if it is already indicated, then press [START]. If desired, ask your service representative to enable the machine to default to 1.00 magnification in this situation.

SHEET INSERTION RESULT IS NOT AS EXPECTED
Blank insertion: Be sure manuscript originals do not already include blank sheets in the locations designated for sheet insertion.

Copy insertion: To ensure that chapter sheets in 1-2 mode always appear on the right hand side in the finished set, insertion sheets must be designated on the page setting screen with odd numbers, not even. If required, make an even numbered original page odd by inserting a blank sheet in front of that page, so that the blank sheet is even and the insertion sheet is odd.

FINISHER STAPLE RESULT IS NOT AS EXPECTED
The 2 staple position functions only on copy paper that is loaded vertically (portrait style).

Section 16: Machine Specifications

Specifications

Specifications

Configuration	Console with stationary platen
Photoreceptor	OPC drum
Method	Laser Electrostatic
Toner	Black, cartridge type
Recommended Operating Environment	50°~86°F (10°~30°C); 10~80% RH
Warm Up	Approx. 6 min. @68°(20°C); 50% RH
Auto Reset	Off/30 sec./1 min./1.5 min./2 min./2.5 min./3 min./3.5 min./4 min./4.5 min./5 min.
First Copy Out Time	From Platen Glass: 3.9 sec. for 8.5"x11"
Copy Rate	75 cpm: 8.5"x11", 5.5"x8.5" 62 cpm: 8.5"x11"R 51 cpm: 8.5"x14" 43 cpm: 11"x17"
Continuous Copy	1~9,999 copies
Voltage	230V AC14 to 10.6%
Current	20A Dedicated line recommended
Frequency	50Hz/60Hz
Grounding	Isolation recommended
Termination	NEMA Type 6-20R receptacle (250V, 2-pole, 3-wire, grounded)
Power Consumption	Max. 3,119 VA (full option)
Noise Level (full system)	Approx. 78 dB (A) or less, during copying
Automatic Modes	AMS; AES (plus 9-level manual density); APS detects 11"x17", 8.5"x14", 8.5"x11"R, 8.5"x11", 5.5"x8.5"

Specifications Subject To Change Without Notice

Specifications

Magnification	Presets; 0.50, 0.65, 0.77, 0.93, 1.21, 1.29, 1.55, 2.00 3 User Sets - 0.33~4.00, set by key operator Zoom range - 0.33~4.00 in 1% steps 0.33~2.00 in 600 dpi mode
Originals on Platen	Max. size: 11"x17" (280mmx432mm)
Originals in Document Feeder	ADF mode: 1>1; 1>2 11"x17"; 8.5"x14"; 8.5"x11"R; 8.5"x11"; 5.5"x8.5" Max. 100 sheets (20 lb) feed/exit capacity RADF mode: 2>2; 2>1 11"x17"; 8.5"x14"; 8.5"x11"R; 8.5"x11"; 5.5"x8.5" Max. 100 sheets (20 lb) feed/exit capacity Mixed mode: 11"x17"+8.5"x14"+8.5"x11"+5.5"x8.5" or 8.5"x14"+8.5"x11"R, 8.5"x11", 5.5"x8.5" Max. 100 sheets (20 lb) feed/exit capacity Original weight: 13~34 lb bond; curl max. 10 mm or less (Transparency, Paste-up, Offset master, Labels, & Intermediate papers unavailable)
Paper Source	Main body trays 1/2/3; 500/500/1,000 sheets LCT tray 4; 4,000 sheets Multi-sheet bypass tray; 150 sheets Tray 1/2/3 user adjustable Trays 4 adjusted by service
Paper Exit Tray	150 sheets (20 lb)
Paper Weight	20 lb~24 lb bond recommended (Max. range: 16 lb~45 lb in 1-2 or 2-2 copying, 16 lb~110 lb (200g/m² thick paper) in 1-1 or 2-1 copying) OHP sheet, Transparency, Labels, Tab, 3-hole
Main Body Safety Standard	UL 1950; CSA 22.2 No. 950 -95
Radio Interference	FCC Rules part 15, sub-part B Class A

Specifications Subject To Change Without Notice

Specifications

Options	Finisher (2 Paper Tray/3 Paper Tray) Cover Sheet Feeder Large Capacity Tray (LCT) Expanded Memory Unit (64MB)/(128MB) Printer Controller HDD Network Card PostScript Unit

Machine Weight	616 lb (280 kg)
	    +47 lb (21.5 kg) w/RADF
	    +110 lb (50 kg) w/Stapler-Finisher
	    +66 lb (30 kg) w/Large Capacity Tray

Machine Dimensions	Main Body (with RADF)
	    Width: 34.9 in. (887mm)
	    Depth: 30.5 in. (775mm)
	    Height: 45.7 in. (1160mm)
	
	Document Feeder (RADF)
	    Width: 25.6 in. (650mm)
	    Depth: 22.4 in. (570mm)
	    Height: 6.7 in. (170mm)
	
	Max. open angle: 70±5°
	
	Stapler-Finisher (2 Paper Tray/3 Paper Tray)
	    Width: 21.4 in. (544mm)
	    Depth: 25.8 in. (656mm)
	    Height: 43.1 in. (1095mm)
	
	Cover Sheet Feeder
	    Width: 13.0 in. (330mm)
	    Depth: 18.0 in. (456mm)
	    Height: 4.7 in. (120mm)

Automatic Duplex Unit (ADU)	Paper size: 11"x17", 8.5"x14", 8.5"x11", 5.5"x8.5" Paper weight: 16~45 lb Paper curl limit: 20 mm or less Non-stack type Modes: 1>2; 2>2

Specifications Subject To Change Without Notice

Specifications

Stapling Finisher (2 Paper Tray/3 Paper Tray)	Power source: Main body

Non-sort/Sort/Group mode:
500 sheets 5.5"x8.5"R
3000 sheets 8.5"x11"/R
1500 sheets 11"x17", 8.5"x14"
Size 11"x17" ~ 5.5"x8.5"R

Staple-sort mode:
1000 sheets*
Size 11"x17" ~ 8.5"x11"/R, 5.5"x8.5"
* Variable according to the number of pages to be stapled. See p. 4-7 or p. 4-8 for detail.

Folding/Stapling & Folding mode (3 Paper Tray Finisher only):
100 sheets*
Size 11"x17", 8.5"x14", 8.5"x11"R, A4R (8.27"x11.69", 210mmx297mm)
* The maximum number of sheets varies depending on pages of a booklet and selecting either the Folding or Stapling & Folding. See p. 4-9.

Staple Cartridge 5000 staples/cartridge

Cover Sheet Feeder Paper size : 11"x17", 8.5"x14", 8.5"x11", 8.5"x11"R, 5.5"x11", 5.5"x11"R, A4, A4R (8.27"x11.69", 210mmx297mm)
Paper weight in cover sheet mode: 13 ~ 110 lb ($200g/m^2$ thick paper)
Paper weight in manual staple: 16 ~ 24 lb

Large Capacity Tray Paper type: Plain paper (16~110 lb ($200g/m^2$ thick paper))
Paper size: 8.5"x11", A4
Dimensions: Width 16.9 in (430 mm)
                     Depth 25.2 in (639 mm)
                     Height 27.2 in (690 mm)
Weight: 66 lb (30 kg)
Power source: supply from main body

HDD 4.3GB

Specifications Subject To Change Without Notice

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